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The Archival Profession and the Society of American Archivists [1]

By LESTER J. CAPPON

Colonial Williamsburg

THE interest of the Society of American Archivists in the archival profession must be quite obvious. Therefore I propose to talk intimately in the family with an eye to the future out of the past. The committee that drafted the Society's Constitution in 1936 did not deem it necessary to include a preamble of principles or articles of faith. The principles were well known to archivists and to most historians interested in the embryonic organization; the faith was theirs that it would justify its birth by future accomplishments. So, after naming the unborn in Article 1, the committee proceeded directly to the matter of objectives in Article 2: "The objects of The Society of American Archivists shall be to promote sound principles of archival economy and to facilitate cooperation among archivists and archival agencies." [2] If we look back a quarter-century earlier to the first conference of archivists in the United States, held in 1909, we have the testimony of one of the participants, later president of the Society, that this conference "marked the formal and conscious recognition of the administration of archives as a distinct profession similar to other custodial professions, but differing from them in demands and qualifications." [3] The witness was Dr. Waldo G. Leland, the subtitle of whose address on the conference was "The Beginnings of a Profession."

Taking the year 1909 as a milestone to mark the beginnings, we shall note first that there had been archivists in this country for a long time, although they seldom bore that title. The practitioner always precedes the profession. In seeking common ground to promote their interests and livelihood practitioners of like endeavor associate and make public avowal of their principles and purpose. They establish certain standards and rules of conduct to improve

[1] Paper read at the annual meeting of the Society of American Archivists, Annapolis, Maryland, October 15, 1951.

[2] Society of American Archivists, *Proceedings . . . [1936-1937]* (Urbana, Ill. [1937]), 2.

[3] *American Archivist*, 13:115 (1950); American Historical Association, *Annual Report for the Year 1909* (Washington, 1911), 339ff.

their status and to train recruits. Their success is to be measured largely in terms of public recognition of their contribution to society commensurate with its needs and aspirations. Application of these specifications to the evolution of an American archival profession shows that its beginnings were a long prelude to which the new Society perforce wrote a coda before it could proceed with Act I. The second point to be noted is that a new profession usually stems from an older one in response to the need for specialized work and services developing in a single clearly defined field or through a cross-fertilization of diverse interests bought together under new circumstances. The architect rose above the status of master builder because well conceived plans with creative thought behind them produced better buildings than the average craftsman had built. In the ancient and conservative professions of theology, law, and medicine many specialists have evolved but their professional standing is still recognized essentially in terms of their basic "callings." In our business civilization specialization is on the march. Although the lines of distinction are often less clearly marked, the activities of efficiency experts in the market place have produced a crop of pseudoprofessional organizations that are absorbed more often with the means than with the most enduring end. Whence has come the archival profession in America and what is its sphere of influence?

The kinship between the archivist and the historian has always been close, if for no other reason than their common interest in preserving the recorded heritage of civilization. In the story of American archives until yesterday the historian has been the chief actor, whether amateur or professional. We may criticize some of his ilk for their antiquarianism, but it was he who challenged careless State officials and won public support for modest archival agencies, who rescued discarded Federal records from destruction, who awakened men in private life to awareness of the historical value of their family papers and offered preservation of these documents in the "cabinets" of historical societies. The Public Archives Commission, organized by historians in 1899, sponsored the first conference of archivists and for 20 years published a formidable array of basic information on State archival riches[4] that had survived in spite of negligence and indifference in State capitols, not to mention offices of origin. In the Federal Government these historians encountered even more resistance to the enlightenment, but a national archives had been achieved before the commission bowed out of the

[4] In the *Annual Reports* of the American Historical Association beginning in 1900.

scene in deference to the Society of American Archivists. Of the 226 founding members of the Society, 19 were State archivists, 83 were on the staff of the new National Archives, 56 were curators of historical manuscripts, and 20 were academic historians.[5] These figures leave unaccounted for a sizable group who joined the organization because of related interests. Most of the members had done graduate work in history; none of the archivists had been formally trained as such, for no opportunity for such study existed. A few librarians helped to nurse the infant society, although some of them soon left it, with their blessings, to parental care.

Most of the founders of the new Society, I venture to say, could not have given a "scientific" definition of archives that would have met the approval of their European confrères. The term was generally used to refer only to public records. Such a point as continuous custody, for example, seemed too abstruse to ponder in the transfer and preservation of records which had experienced the vicissitudes of American politics. Long-time members of this Society will recall that an early discussion of terminology turned into something of an *opéra bouffe*, which in retrospect may seem quite unprofessional. It was a case of digging into a lot of jobs that needed urgently to be done and of putting on the labels afterward. Some of these jobs were being done on business records, which only tardily were referred to as archives; did they deserve that name when they were given asylum as waifs from an abandoned warehouse? Then there was the work of curators of historical manuscripts. Although they harbored some very artificial collections with nothing organic about them except perhaps some silverfish not yet removed, the curators could boast of family archives, which they would refer to, however, as personal papers. Furthermore, the State archivist was likely to be a custodian of manuscript collections as well. Thus from the beginning the members of the Society represented diversified interests but possessed the common objectives of preservation, orderliness, and accessibility of archival and historical records for useful purposes. Professional lines were not sharply drawn and did not need to be. The broad basis of membership has been one of the strongest features of the Society in giving it flexibility to extend its influence and nurture its growth.

Archives are preserved and serviced by archivists for use. This point is implicit and explicit in any intelligent outline of archival economy.[6] This is the practical aspect of the profession, but only

[5] List of founding members in Society of American Archivists, *Proceedings*, 6-10. See also the report of the secretary, p. 97.

[6] See, e.g., the outline by Solon J. Buck, *American Archivist*, 4:86 (1941).

part of the substance. "For use by whom?" is a pertinent question. If we pursue this aspect further, it may appear that some of the founders in their enthusiasm for research materials thought of them too exclusively in terms of scholarship. The Government archivist points out that his first responsibility is to make the records in his custody available to public officials for administrative purposes, although that need may embrace research by a variety of governmental experts. His secondary responsibility is to private scholars and the general public. This obligation is no less serious, for he is a public servant and must realize that public use of the records increases interest in their preservation and may extend to a concern for private archives too.[7] The concept of social responsibility has so expanded in recent years that archival agencies and manuscript repositories connected with private institutions likewise make an effort to serve the public and especially the qualified investigator with a serious purpose. This practical question of use value stresses the direct service rendered daily by the archivist because, as one scholar has put it, "the [modern] state [has] acknowledged its responsibility respecting the care of the documentary heritage of the past" and with it "the principle of the accessibility of archives to the public."[8] Under these conditions the archivist must know where he stands between the records and their origin on the one hand and their availability for use on the other. The development of enlightened policy is essential to high professional standing. And when such policy is able to improve practice, we have justified in large measure our professional association.

The influence of historians on the evolution of the archival profession has had a profound effect upon our definition of the past — an effect, I believe, compounded of more good than harm. Until the twentieth century the historian was concerned with the distant past because "distance lends enchantment" and affords perspective, to cite only two reasons. The archivist and the custodian of manuscript collections, who were historians at heart, shared this viewpoint. They made little effort to preserve recent records and less to acquire them. It was fortunate that the beginnings of the archival profession occurred during the same period when historians broadened their vision to include recent or, as Beard called it in 1914, contemporary history.[9] The swift current of national and world events

[7] See Robert C. Binkley's stimulating article on "Strategic Objectives in Archival Policy," *American Archivist*, 2: 162-163 (1939).

[8] Ernst Posner, "Some Aspects of Archival Development since the French Revolution," *American Archivist*, 3: 161-162 (1940).

[9] Charles A. Beard, *Contemporary American History* (N. Y., 1914).

in our tragic century swept the humanistic historian into company with the social scientists whose study of only yesterday provided a backdrop for problems of the current scene. The new archivist in public agencies and in private organizations, with all due respect for the ancient documents in his charge, declared that the records of today are the archives of tomorrow. This was not a new archival principle, but his declaration won support not only from scholars who recognized the principle in terms of basic materials for research but also from officials, who, under the archivist's guidance, could for the first time dispose of noncurrent records without committing acts of violence. They learned that records as well as employees could be retired in orderly fashion. It is significant that the new archivist has blossomed most profusely in a new institution, the National Archives, which in the sheer magnitude of its operations dwarfs all others in the nation. A similar broadening of interest in the field of manuscript collections has developed perhaps because a growing number of custodians have close contacts with scholars. In most of the States, however, the old archivist, whether of a public or semipublic agency, still eschews the more recent records. In some cases he is indifferent to their existence; in others he feels that they are beyond his jurisdiction and the proper scope of his duties.

The attitude of the archivist toward recent records points directly to the question of his concern for the semicurrent and current records that are in the custody of the creating agencies or offices of origin. At what stage in the life history of records do the professional interests and activities of the archivist begin or end? He is a kind of latter-day Janus who, standing at the door of the archives, looks both outward and inward. The abiding principle of *respect des fonds* is a challenge to his historical techniques and turn of mind in mastering the administrative history of the records in his own bailiwick. In the good old days, when life was simpler and stenographers were fewer, the archivist accepted the whole fruit with the core of essential records for permanent preservation. Now, however, with a swelling host of records clamoring at his door for admission he is forced to a policy of restriction. These circumstances beckon him from the rim into the center of the field of records administration. It is noteworthy that the archivist's contribution to this field has been made mostly by the National Archives, for that institution was born after the good old days were gone. A few of the States conducted a planned offensive along this line, and an occasional business corporation, but the Federal Government led the way.[10] The archivist became engaged in missionary work, which paid off to his

[10] First publication for wide circulation bearing on this movement appeared in 1940

advantage in the orderly retirement of records before they came to live with him and in what he learned about their "case histories." Disposal of records, suggesting too narrowly the idea of destruction, was part of the operation, but "retirement" was a more inclusive and genteel term. In preaching this gospel on the text of economy and efficiency the archivist was really reaching into the territory of management. This new offshoot of economics and of political science had given little, if any, thought to retired records, although records management is an important branch of the burgeoning field of administration. As late as 1947 a detailed book on *Records Management and Filing Operations*, with a chapter devoted to transfer, retention, and disposal, gave only a hint of archival considerations[11] and a single entry in the index reads: "Archives (see Storage)." If this evangelism were carried a step further, the archivist might "go native" and assume the role of records officer in order to clear an unobstructed way from current files to archives.

One of the great objectives of the missionary is to induce proselytes to carry on the work. The archivist has turned the floodlights on the field of records administration. He has not only learned much about it from first-hand contacts; he has broadened the vision of the records manager too. One of the most encouraging fruits of his labor is the fact that Public Administration Service asked an archivist to prepare a bulletin on "Public Records Management." [12] This masterful presentation of the subject by Philip C. Brooks, with an eye to the practical, exemplifies the kind of service the archivist can render because of his over-all view. His advice is needed and our Society ought to encourage professional relationship with officials and specialists in administration. Some of our colleagues have left the archival field to devote their energies to the urgent problems of current and semicurrent records. We hope that some records officers aspire to be archivists. Perhaps this kind of exchange can make the point most forcefully that records officers should carry the main burden of records administration.

As the archivist stands at the door of his archives, he must realize that he is not the god Janus after all. Nor is he a records officer,

in two articles in the *American Archivist*, Vol. 3: Emmett J. Leahy, "Reduction of Public Records," and Helen L. Chatfield, "The Problem of Records from the Standpoint of Management."

[11] Margaret K. Odell and Earl P. Strong, *Records Management and Filing Operations* (N. Y. and London, McGraw-Hill Book Co., 1947), 261. In the latest book on filing and indexing the archivist will not be surprised to find no mention of archives, although there is a chapter on transfer and final disposition of records: Bertha M. Weeks, *How to File and Index* (rev. ed., N. Y., Ronald Press [1951]), ch. 8.

[12] Philip C. Brooks, "Public Records Management," Public Administration Service, *Publication* No. 103 (Chicago, 1949), and Spanish ed., 1952.

but primarily an archivist. He has important business with the welfare of records outside the archives and he must try to anticipate the problems that come from this direction. But his main duties are in the archives.[13] No doubt the experience of the National Archives during the past 10 years in the field of records administration, which impaired normal archival functions, has prompted other archivists to adopt a "hands-off" policy. I sense a note of conviction in the statement by the Archivist of the United States that before the Federal Records Act of 1950 was passed "the National Archives was at the point where some balance and stability had to be achieved: Some turning back, within the branches having custody of records in the National Archives, toward the traditional functions that had had to be neglected during the war." [14] From another point of view the archival profession has a direct interest in the problems of management because administrators can benefit from past records, not merely their own but others that will shed light upon their current problems. In the realm of public administration it is a revealing commentary on its immaturity that the first administrative history of the Federal Government is only now in progress.[15] It is a commentary, too, on the neglect by archivists that they have had published no articles in the *Public Administration Review* since its founding in 1940.[16]

The diverse intramural activities of the archivist often obscure the fundamental purpose of his work. The way into the heart of the records may be devious; and the larger the organization, the more difficult it is to gear the means to the end. The subject matter of the records is the *raison d'être* of archival science. Their use value depends upon a knowledge of their content. How much does the archivist need to know about it? In the relationship between method

[13] I am not including in this observation custodians of historical manuscripts, whose work in collecting manuscripts and imprints to enrich our cultural resources is an indispensable part of their responsibility.

[14] Wayne C. Grover, "Recent Developments in Federal Archival Activities," *American Archivist*, 14:7 (1951). See Emmett J. Leahy, *Records Management in the United States Government. A Report with Recommendations, prepared for the Commission on Organization of the Executive Branch of the Government.* [Appendix C.] [Washington, D. C., January 1949]. From the work of this "task force" evolved the Federal Records Act of 1950. See also Irving P. Schiller's provocative article on "The Archival Profession in Eclipse," *American Archivist*, 11:227-233 (1948).

In smaller organizations with a limited staff records administration may be operated advantageously under the supervision of the archivist.

[15] By Leonard D. White: *The Federalists: a Study in Administrative History* (N. Y., 1948) and *The Jeffersonians: a Study in Administrative History, 1801-29* (N. Y., 1951).

[16] The only contribution by an archivist is Helen L. Chatfield's combined review of *Disposition of Federal Records by the National Archives* and of Philip C. Brooks' *Public Records Management*, in *Public Administration Review*, 10:119-122 (1950).

and the substance of the records he must steer his course with perspective and a keen sense of historical values. Although appraisal of records is a familiar phrase today, it has become associated too exclusively with appraisal in bulk, much of which requires only a superficial examination, if any, to consign records to or spare them from destruction. Perhaps our successors a century hence, grateful at least that some of us died nobly stemming the paper flood, will refer to our times as the archival age of bulk. Appraisal requires, of course, historical knowledge and judgment. In the more refined aspects of evaluation it reaches all the way from decision on priority of essential work to the question of how detailed particular checklists, inventories, and calendars should be, and so into the area of publication in various forms. It is this work in the orderly arrangement of related materials and especially in scanning and reading the records for service to a variety of investigators that brings about improvements in the archivist's techniques, and the most significant of these techniques are essentially of the nature of historical methods. It is well to note, then, that description and analysis of records are a process of evaluation, and selectivity enters in to limit what is described and the degree to which it is analyzed. The historical training of the archivist should qualify him to extend his subjective judgment to include occasional critical comments and comparative notes that will strike a responsive chord in the mind of the well informed investigator.

Thus it follows that work in the content of the records deepens the scholarship of the archivist so that he can relate his archives to the problems of the public official, the scholar, and the amateur searcher in quest of information. This is the ultimate objective of the archivist as administrator and technician, and his role as a scholar is the capstone of his profession "in its application to the affairs of others or in the practice of [the] art founded upon it." [17] The Society of American Archivists in its annual meetings, in its journal, and in some of the records in its own archives has functioned effectively in affording means of expression on all three of these aspects of the profession. Their bearing upon one another and their relative value offer a forum for discussion and publication which, I believe, the Society should do more to encourage.

The training of archivists is a crucial problem for the profession. In the early days of the Society its Committee on Training, composed of historians and historian-archivists, based its proposals on

[17] "Profession," in *The Oxford English Dictionary* (Oxford, 1933), 8:1427-28. See A. R. Newsome, "The Archivist in American Scholarship," *American Archivist*, 2:217, 223-224 (1939).

European precedent. "It is the historical scholar, equipped now with technical archival training, who dominates the staffs of the best European archives," the committee stated. "We think it should be so here [in the United States], with the emphasis on American history and political science." [18] Two classes of archivists were to be trained: one at the Ph.D. level for the more responsible positions in governmental archives, the other at the M.A. level for all other jobs. Recognizing, however, the American propensity for the self-made man, the chairman of the committee disclaimed any desire "to dismiss the possibility of promising young men and women rising by hard work and self-discipline and study from the very lowest rank of archival employment to the top, even without formal university training. After all, education is self-education. . . ." [19] As we have already seen, most archivists and custodians of manuscripts in the States were historians; the new National Archives was staffed largely by persons with advanced study in history; but no formal archival training was yet available. Isolated courses in archival economy were given subsequently in a few universities but they achieved no permanence.

The ambitious venture of the American University in archival training has become a success largely because of two factors: first, the integration of the program with an archival establishment (and in this case the National Archives has exceptional facilities to offer), and second, the leadership of a distinguished scholar who is both historian and archivist. Dr. Posner's program combines scholarship in history and political science with archival economy and administration. From a discourse on the basic considerations for such a program that he wrote 10 years ago I want to emphasize one without minimizing the others. "An archival school," he said, "designed for preappointment training will hardly flourish unless it has some kind of educational monopoly or, at least, conveys upon its graduates a definite advantage with regard to future appointments." [20] This consideration by no means rules out the possibility of similar programs in other regions of the United States, but it points up one of the advantages of the national capital for this training. It is worth noting that the announcement of American University reads: "Courses in Record and Archives Administration," and that the former are courses mostly on the undergraduate

[18] Samuel F. Bemis, "The Training of Archivists in the United States," *American Archivist*, 2:157 (1939). The members of the Committee were Herbert E. Bolton, R. D. W. Connor, Theodore C. Pease, Ralph H. Lutz, and Dr. Bemis, chairman.

[19] *Ibid.*, 161.

[20] Ernst Posner, "European Experiences in Training Archivists," *American Archivist*, 4:37 (1941).

level while the latter are in the graduate school.[21] The relation and the distinction between records officers and archivists are drawn or implied, if I am not taking too much for granted. Thus the program points to opportunities in two directions, the field of management and that of archives, and often the twain shall meet. It is significant too that in the graduate courses no undue amount of time is given to those phases of archival economy that are comparable to library science. Here is the distinction between the archivist as professional and the archivist as craftsman. In the latter role he needs to develop a variety of skills, but most of them do not require prolonged formal training and a few, such as photography and lamination, are best handled by technical experts.

The profession has been immeasurably strengthened by this educational program. In the light of it the Society ought to consider whether such a program could or should be developed elsewhere. If the emphasis has shifted somewhat since the days of the old Committee on Training, the fundamental principles still hold. It is time for a reassessment of this whole subject with new perspective. New archival fields have been explored and opened to exploitation. Are we strong enough as a profession to be in the vanguard so that trained archivists will be chosen for the work at hand?

An archivist's knowledge of his records, with an intelligent approach to them, is basic in order to facilitate their use in the perennial quest for facts and ideas. To strengthen his profession without loss of balance and perspective is the test he undergoes as his frontiers of interest widen and draw him into other fields. The Society of American Archivists provides a sounding board for his problems and opinions. If its meetings and publications attract nonarchivists to become members because archivists have something significant to say, this accomplishment is a measure of his success. Like history, archives appeal to the amateur, whose affiliation with the Society does no injury to its professional quality. We may reflect with profit on the Archivist of the United States who told us with such simplicity about his "Adventures of an Amateur Archivist";[22] and on the Keeper of the Public Record Office who in philosophizing on the universality of archives wrote, "They include potentially everybody in the world and every conceivable human interest."[23]

[21] The American University, School of Social Sciences and Public Affairs, *Announcement of Courses in Record and Archives Administration, 1951-52* (Washington [1951]), 7 pp., mimeographed.

[22] By R. D. W. Connor in *American Archivist*, 6:1-18 (1943).

[23] Hilary Jenkinson, "Reflections of an Archivist," *Contemporary Review*, 165:359 (1944).

Lyman C. Draper and Early American Archives

By JOSEPHINE L. HARPER

State Historical Society of Wisconsin

WHEN applying for a position as paymaster — and incidentally historian and intelligence officer to the governor — to serve with the Wisconsin Volunteers after the outbreak of the Civil War, Lyman C. Draper, secretary of the State Historical Society of Wisconsin, wrote to Governor Alexander W. Randall:

> It is doubtless known to you that during our war of Independence, Governor Jefferson & other governors, frequently dispatched to the main army, a special officer . . . to collect the most reliable intelligence of general army movements, and also to investigate and report the condition and wants of the troops of their respective States, & communicate fully & promptly to the Executive. . . . I learned much of these things in my examinations of the public archives at Richmond, at Washington, and elsewhere.[1]

This was one of the few instances in which Draper used the term "archives" in his writing. This rarity of usage should not imply that Draper was unfamiliar with archival materials. It was probably merely indicative of the undeveloped state of archival agencies, collections, and terminology in the United States during his lifetime. In the Federal Government most of the departments still retained their own files, although during the mid-nineteenth century the Library of Congress began to collect records from other Government agencies. Similarly some States had also begun to consider the preservation of their official documents and manuscript records, but in many cases the amount of care and organization of the papers depended upon the varying degrees of interest or apathy of State and county officeholders, for professional archivists were as yet unknown in North America.

As early as 1833 the 18-year old Draper had requested ex-President James Madison to send him an autobiographical sketch, and

[1] Letter dated April 23, 1861, Draper-Wisconsin Historical Society Correspondence. All letters cited hereafter are located in this manuscript collection in the Library of the State Historical Society of Wisconsin. This correspondence is not a part of the Draper Collection of Manuscripts.

after the exchange of several letters the young man's persistence was rewarded with a brief account written by a member of Madison's family. Six years later the youthful historian had envisioned a plan for writing a series of biographical and historical studies about the heroic figures and events in the settlement of the early West beyond the Allegheny Mountains. He would portray accurately the exciting and adventurous lives of such frontier heroes as the famed Kentucky hunter, Daniel Boone; border scouts and spies, Simon Kenton, Samuel Brady, and Lewis Wetzel; the conqueror of the Old Northwest, George Rogers Clark; the "gamecock of South Carolina," Thomas Sumter; the courageous Mohawk chief, Joseph Brant; the distinguished Shawnee warrior and statesman, Tecumseh; and their many associates, friends and foes. From this plan Draper never departed.

In accordance with his aim he gathered the thousands of papers that constitute the Draper Collection of Manuscripts, bequeathed by him to the State Historical Society of Wisconsin at his death. Before he became in 1854 the first director of the Society, a position to which he devoted most of his time and energy until his retirement 32 years later, he had acquired the most significant portions of his collection, including nearly all of the original records that it contains. In 1857 he estimated that his collection comprised "some 10,000 foolscap pages of notes of the recollections of warrior-Pioneers, either written by themselves, or taken down from their own lips; and well nigh 5,000 pages more of original manuscript journals, memorandum books, and old letters written by nearly all the leading border heroes of the West." [2]

Many of these papers he had acquired by extensive travels in the 1840's through many of the States in the eastern and southern sections of the country. Journeying sometimes by wagon, by stage, by boat, or by train, but frequently on foot, he eagerly interviewed pioneers and their descendants, unearthed long forgotten records, and copied the manuscripts, newspapers, and printed documents of which he could not obtain the originals. Although not so productive of original manuscripts as were his earlier ventures, his several other excursions into the South after 1857 yielded additional papers. After his days of research trips were over, he could claim that his collection was "the systematic result of over 40 years labors & 60,000 miles of journeyings — ." [3] Whatever discomforts he endured in his travel were more than compensated for by his

[2] Lyman C. Draper, circular letter, May 1, 1857.
[3] Draper to Charles McKnight, February 18, 1875.

elation at the discovery or acquisition of a valuable group of manuscripts or notes. During one southern tour he particularly rejoiced at the finding of the papers of William Fleming, commander of the Botetourt Regiment at the Battle of Point Pleasant, which had lain untouched but well preserved for nearly 50 years after Fleming's death.[4] A few days later he examined "2 or 3 bushels" of papers of William Cocke, Revolutionary militia captain near the present boundary of Virginia and Tennessee, but these had so deteriorated that Draper had difficulty in deciphering the parts he wished to copy.[5] When traveling, he worked assiduously at collecting, arranging, and transcribing, "seldom going to bed before 11 or 12 at night, & up early & at it before breakfast — ." [6] "It hasn't been a play-spell," [7] he exclaimed after spending each day from 8 o'clock in the morning until sundown copying documents in the New York State Library for nearly 2 weeks during November 1848.

On his research trips he utilized not only papers in private ownership but also those in existing Federal and State archives in the United States and in Canada. From the Canadian archives he acquired copies of papers of Daniel Claus, Sir William Johnson, George Clinton, and Philippe de Rocheblave. Additional papers of Johnson and Clinton, as well as transcripts of documents in London and Paris, he copied at the New York State Library at Albany. At Harrisburg he searched the Pennsylvania archives for material on the Revolution in the upper Ohio River Valley; at Richmond he found material pertaining to Virginia and neighboring regions. In Washington he spent a total of many weeks transcribing excerpts from the records of the Continental Congress, from the correspondence of Washington and Jefferson in the State Department, and from the military papers of William Henry Harrison in the War Department. At the Pension Office he copied hundreds of statements of military service filed by aged Revolutionary War veterans. He also visited courthouses in North Carolina, Virginia, Kentucky, and Tennessee to obtain copies of selected county records.

Moreover, in the period and area that Draper had chosen to study, the trans-Allegheny West from approximately 1740 to 1815, the dividing line between Government archives and private manuscripts may sometimes seem almost indistinguishable. Because few archival depositories were then organized in North America and

[4] Draper to Peter A. Remsen, August 17, 1844.
[5] Draper to Remsen, August 30, 1844.
[6] Draper to Remsen, August 17, 1844.
[7] Draper to Remsen, November 18, 1848.

because many of the western militia units in the Revolutionary War and in Indian border warfare were largely composed of citizen volunteers, the officers frequently retained their correspondence and military records among their personal papers. Because Draper himself conceived the history of western expansion to be primarily in terms of military events and of the actions of heroic pioneers, many of whom were soldiers, he attempted to gather the surviving papers of as many of these men as possible. In the Draper Collection, therefore, are manuscripts, usually military in nature, that might perhaps have been found in State and National archives if more such agencies had been organized in the eighteenth and nineteenth centuries.

For the colonial period Draper found but few original papers. These include, among the papers of William Preston, the correspondence, muster rolls, receipts for pay and provisions, and court-martial records for the militia of Augusta County, Virginia, in the period from 1742 to 1764. A few military records for other counties of Virginia and Pennsylvania during the French and Indian War may also be found in the papers of Evan Shelby and of James Potter. Scattered elsewhere in the collection are petitions to William Tryon, royal governor of North Carolina, and a few letters and land warrants written by Lord Dunmore, royal governor of Virginia.

Most of the original manuscripts in the Draper Collection relate to the quarter-century from 1775 to 1800, marked by the Revolutionary War and by hostile disturbances with the Indians on the frontiers of American settlement. Draper gathered the extant papers of many of the western military leaders for this period. The largest in number as well as perhaps the most notable are the papers of George Rogers Clark. Later bound together with Draper's notes and correspondence about Clark into 64 large folio volumes, these include much of Clark's official incoming correspondence from his officers and military associates, drafts of many of his own letters, records of his famous Illinois Regiment, and some captured British correspondence and documents of Henry Hamilton. Draper acquired also the papers of several other leaders: William Preston, organizer of the expedition under Andrew Lewis which repelled the Indians at Point Pleasant in 1774 and participant in the negotiations with the Cherokee Indians in 1776-77; David Shepherd, county lieutenant of Ohio, who supervised the defense of a large frontier area both during and after the Revolution; William Croghan, who raised a company for the Eighth Virginia Regiment in 1776

and served throughout the Revolution; and Daniel Brodhead, colonel of the Eighth Pennsylvania Regiment and commandant at Fort Pitt during 1779-1781. Among smaller groups of manuscripts of border figures are those of Evan and Isaac Shelby, Arthur and William Campbell, Joseph Martin, William Harrod, James Potter, Thomas Sumter, John Sevier, Samuel Brady, and Richard Butler. Most of these groups, large and small, consist mainly of military records for the units in which these men served; included are militia orders, muster rolls, pay rolls, and accounts for food, lodging, clothing, and horses, as well as a wealth of correspondence from many of the officers who served along the frontiers from Pennsylvania to the Carolinas and westward to the Illinois country.

Much less numerous in the Draper Collection are records of the War of 1812. They include a book of general orders kept by Andrew Jackson's command from October to December 1813 and several small groups of papers of other participants: James Winchester, commander of the troops defeated at the River Raisin in 1813; Benjamin Whiteman, a general of the Ohio militia; Nathan Heald, commanding officer at Fort Dearborn until captured there in 1812; and Martin D. Hardin, major in the Kentucky militia serving under William Henry Harrison. The papers of Thomas Forsyth, Indian subagent for the Sauk and Fox Indians near Peoria, Illinois, contain a number of official letters from William Clark, Governor of Missouri Territory and superintendent of Indian affairs at St. Louis, and from Ninian Edwards, Territorial Governor of Illinois.

In the Draper Collection records of officials of civil government may be found; but frequently, as in the case of the letters of Governors Edwards and Clark, the papers pertain mainly to warfare, so closely were frontier military and civil affairs interwoven by troubles with the British and with the Indians. Besides Clark and Edwards, the executives of several other States and Territories are represented by correspondence in the collection: George Clinton of New York; Patrick Henry, Thomas Jefferson, Edmund Randolph, and Henry Lee of Virginia; William Blount, John Sevier, and Willie Blount of Tennessee; Isaac Shelby of Kentucky; and Edward Tiffin and Thomas Kirker of Ohio. Of these the papers of Thomas Jefferson are among the most numerous and most interesting, totaling 28 original letters and 2 signed documents, in addition to contemporary copies of several other letters. Most of these are among the George Rogers Clark Papers, although Jefferson's correspondents included a number of other border leaders besides Clark —

Evan Shelby, Joseph Martin, John Todd, Thomas Walker, William Preston, David Shepherd, Daniel Smith, and Joseph Crockett. A dozen letters, dated from 1790 to 1792, from Henry Knox, Secretary of War, were addressed to David Shepherd and are preserved among his papers, as is also one letter from President Washington concerning a land claim. Original records of county officers number only a very few pieces: an account of sheriff's fees kept for Botetourt County, Virginia, in 1772; several official papers, 1754-1757, of John Potter, sheriff of Cumberland County, Virginia; and a small group of documents kept by Robert Patterson as sheriff of Fayette County, Kentucky, in 1787-1788, and as justice of the peace during 1796-1797.

Aside from a few periodical articles and one large volume, *King's Mountain and Its Heroes*, published in 1881, Draper's dream of writing a series of books on the history of the early West never materialized. His work as the successful organizer and promoter of the State Historical Society of Wisconsin left him little time for personal research and writing. He was further hampered by an exaggerated fear that he would produce books which might contain errors in detail or prove incomplete in some small respect. "I w[oul]d sooner starve, *or very nearly so*, than suffer anything to go out in a shiftless and imperfect manner," [8] he once declared after many years of study.

Draper urged the construction of a fireproof building for the library of the Wisconsin Historical Society.[9] He recognized that manuscripts are perishable, and that "important historical facts, narratives and documents are lost every year for want of proper foresight and care for their preservation." [10] Yet, in handling his own collection, Draper did not share the insistence of the modern archivist or manuscript specialist upon orderly arrangement and special treatment for aged and fragile papers. The vast number of manuscripts he had acquired seemed to make their organization too overwhelming a task for his meager spare time after he came to Wisconsin. Nevertheless, he could not refrain from continuing to augment his collection by additional correspondence on minute details. Even the Fleming Papers, which he had gathered in 1844, were unarranged more than 30 years later. By that time (1875) he had had about 100 volumes of manuscripts bound in accordance with

[8] Draper to McKnight, February 18, 1875.

[9] Draper to George Grimmer, September 15, 1881.

[10] Sixteenth Annual Report of the Executive Committee, 1870, *Wisconsin Historical Collections*, VI, p. 33.

the library practice of that time. He estimated that papers to fill another 30 or 40 volumes were nearly ready for the bindery, and the remaining material he believed would probably comprise between 50 and 100 more volumes.[11] When the State Historical Society received the collection 16 years later, very few additional manuscripts had been arranged or bound. Draper kept his personal library in a brick building to the rear of his Madison residence. There the papers were somewhat safeguarded against the danger of fire. After the great collector's death in 1891, however, it was discovered that the building was damp and infested with rodents, and that the unbound manuscripts were in a discouraging state of chaotic disorder.[12] The collection was soon moved to the State Historical Society, where the loose papers were studied, sorted, and bound to conform as closely as possible to Draper's intended scheme of arrangement whenever this could be discerned. As finally completed, the Draper Collection numbers 486 volumes divided among 50 series or subcollections, most of which are grouped around an individual, a subject, or a geographical area about which Draper had planned to write.

The manuscripts, both originals and copies, have proved to be a mine of valuable information for hundreds of authors and researchers since the Draper Collection was opened to public use nearly 60 years ago. The importance of the records in transcript should not be underestimated, for in many cases the originals that Draper copied have since been lost, dispersed, or destroyed by fire or war. Even small excerpts from county archives have been gratefully perused by later historians. In some instances, of course, the publications of State archives, such as those of Virginia, Pennsylvania, and other States, have superseded Draper's copies. The papers of Josiah Harmar, from which Harmar's descendants permitted Draper to make selected copies, have been fortunately acquired in the twentieth century by the William L. Clements Library. Yet numerous articles, histories, and biographies of such figures as George Rogers Clark, William Clark and Meriwether Lewis, Daniel Boone, James Harrod, and William Croghan, have been based in large measure upon the Draper Manuscripts. Countless military records and pieces of correspondence have been printed, some as individual items, some in collections of documents, some in historical and genealogical periodicals. To cite only two rather

[11] Draper to McKnight, February 18, 1875.

[12] Wisconsin Historical Society, *Proceedings* (39th Annual Meeting), 1891, pp. 36-37; (41st Annual Meeting), 1893, p. 35.

recent examples, several of the letters of William Blount, John Sevier, and James Robertson have been printed among the records of Southwest Territory in the fourth volume of the *Territorial Papers of the United States*, edited by Clarence E. Carter; the majority of Draper's letters of Thomas Jefferson have appeared in *The Papers of Thomas Jefferson* currently being published under direction of Julian P. Boyd at Princeton University.

Lyman C. Draper probably never considered himself an archivist, but through his study of western history he had close associations with the American archival depositories existing in the nineteenth century. To succeeding generations of historians interested in the early westward movement Draper rendered an incalculable service by searching for and preserving in his own library so many significant manuscripts, many of which may be considered closely related to or almost a part of the early military archives of the United States.

A Tar Heel Archivist and His Problems[1]

By W. FRANK BURTON

North Carolina Department of Archives and History

IN this paper I shall deal with the following points: (1) the condition of our archives when I began my present work, (2) what we have done to solve our immediate problems, and (3) how we visualize the long-range program of the future. I went to work for the North Carolina Department of Archives and History on August 1, 1947, as researcher; and on May 12, 1948, I was promoted to my present position as head of the division of archives and manuscripts. At first I signed my letters State Records Officer, a title which seemed to work well until a patron addressed me as State Wreckers Officer. Now the title State Archivist is considered more appropriate.

Now what had been accomplished by the former archivists? They succeeded in having the major part of the old records of the State agencies and counties transferred to the archives, and they had been collecting rather actively in the field of private and unofficial manuscripts. There was an excellent map collection of some 2,000 pieces, relating to the State as a whole, the counties, the municipalities, and other areas. These former archivists had gained a great deal of prestige for our agency. They had pioneered, but from the modern standpoint they had neglected certain things.

We were sadly lacking in equipment. In the matter of control a great deal of detailed work had been done on a few records while a sizable backlog of uncontrolled material accumulated. Almost nothing had been done in the field of modern records administration except for a survey of the records of several State agencies made during 1946 and 1947. One is constrained to say, therefore, that the former archivists looked upon their establishment as a jewel box. Certainly many of the State's historical treasures were there.

Setting up a Program to Meet Our Immediate Needs

We have accelerated our program in working with our State's

[1] This article is a revised version of a paper read at the annual meeting of the Society of American Archivists held at Annapolis, Maryland, October 16, 1951.

100 counties. The various county officials have asked us for advice on the proper filing, disposal or preservation, and photographic reproduction of their records. In almost all cases we have made trips to these counties in order to go more carefully into their problems. In a few cases we have met with boards of county commissioners in order to study these problems. For the past 2 years I have addressed the annual conventions of the North Carolina Society of Clerks of Superior Court and more recently I talked to the North Carolina Society of Tax Supervisors.

During the biennium 1948-50 we wrote 2,700 letters in response to requests for genealogical information, and since the end of that period we have written 1,500 such letters. In every case we have tried to render the maximum amount of service consistent with the limitation of our staff. In all cases it has been our policy to make routine checks of the various indexes to our records. We do not undertake to pursue detailed research for private persons. By the use of various forms we have been able to reduce considerably the amount of time spent on this correspondence. As a matter of fact, a very small percentage of our time has been consumed in this type of activity.

We have constantly tried to improve our relations with the public, the various State agencies, the counties, and the municipalities, and we have constantly borne in mind that the archivist is a public servant. Moreover, we have been conscious of the fact that it is essential to know the people who create records as well as those who use them. Good liaison is good business for an archival agency.

Our department has succeeded in obtaining better trained personnel. During the spring of 1951 the State's Personnel Department reclassified every one of our employees, with substantial increases in pay for all the professional workers. Our salary scales, therefore, compare favorably with the national average for similar positions. We appreciate the efforts that many of you made in our behalf in sending your salary ranges to the Personnel Department. All four people who have been added to our division of archives and manuscripts have history backgrounds, and all are at least college graduates. Two hold master's degrees and one has completed his courses for the master's degree. One of them took the internship course which our department offers in cooperation with Meredith College.

Since there was a sizeable backlog of uncontrolled records and increased numbers of records were being received, we were confronted by the problem of bringing records under control quickly.

How could the public be told what records were in the archives? How could the search room attendant locate the records quickly and easily? In order to answer these questions, we used a system of checklists and inventories. The former are used by the search room attendant, the latter to let the public know what is in the collections or record groups. We hasten to point out, however, that it is difficult to distinguish between checklists and inventories in all cases. In order to render these finding media more effective, it was necessary to make several major changes in the physical arrangement of the stack areas. The rooms were labeled with Roman numerals, the stacks with letters, and the sections with Arabic numerals. Now we do not get lost in the stack areas.

As a result of these developments it was considered an appropriate time to take an inventory of the official records and private and unofficial manuscripts in our custody. This inventory, however, was not intended to give a detailed description of each collection or record group. Each sheet included only the title of the collection or group, the date of the inventory, inclusive dates of the records, their quantity computed in cubic feet, a summary of their contents, and any additional data concerning the degree to which the records were controlled. These inventories proved to be the basis for bringing under control several valuable groups of records.

We believe that it is better to have some control of all records than to have minute control of a few records and no control whatsoever of others. Our policy, therefore, has been to gain at least top control of all records as soon as they are received, with the ultimate objective of tightening the control of many of them. Every collection or group accessioned during the past 3 years was carefully weeded and brought under some degree of control the day it was shelved.

It was discovered that the card catalog system, previously used to a limited extent, needed an overhaul. In a few cases it was serving its purpose well. For example, the map collection was adequately controlled by this method, but in many other cases as many as 50 cards existed where one or two would more efficiently serve the same purpose. In revising this system, the watchword was simplicity. Many of us here recall the Model T Ford. That ugly duckling, well known for its bucking and skipping, received its spark from an ignition system so heavy that no two of us could conveniently carry it. When Ford changed over to the Model A in 1928, he had produced an automobile with a power plant that was surpassed by few in balance and smooth combustion. It received its

spark from an ignition system that one could carry in his hip pocket. So with our card-controls of archives collections.

It is a well-known principle of business administration that in order to do their jobs well, employees must be supplied with necessary equipment. This principle can be applied likewise to archival science. It is only logical, therefore, that we have attempted to furnish our business with the latest equipment. Our efforts have resulted in the installation of three new microfilm readers, two microfilm units (one planetary and one rotary), a fumigating vault, a Barrow laminator, a Photostat machine, and a modernly equipped darkroom, including a Recordak 35-mm. enlarger.

In the past it was thought that the primary function of an archival agency was to preserve and make available for research those old records that might have value for the historian, the genealogist, and the antiquarian. Recently we have come to realize, however, that a more pressing problem is to deal with the masses of records being created in the day-to-day conduct of business. This activity was consequently made an objective of an aggressive records management program.

In accordance with this objective we undertook to develop effective plans for the prompt and systematic retirement of the files of the various State agencies. During the biennium 1948-50 alone, the disposal of records was authorized in 13 agencies, space was provided in the department's warehouse for the records of 7 agencies, and records were transferred to the archives from 11 other agencies. Thus by disposing of some records and transferring others to the warehouse as a records center or to the archives, considerable progress was made in coping with the problem of modern records.

This program was accelerated during the latter part of 1949. A new warehouse to serve as a records center was badly needed. We undertook, therefor, to conduct surveys of the records of 26 agencies in order to ascertain the amount of space needed in such a building, the feasibility of microfilming, and the costs that would be involved. From these surveys we drew the following conclusions:

(1) Of the 26 agencies surveyed, 2 needed no space in a record center. (One of these, however, would need space unless its records were microfilmed.)
(2) Fifteen agencies could partly solve their records problems by microfilming but would still need space in a records building.
(3) Nine agencies could not meet their problems by microfilming; all of them would need space in a records building. (Two of these have since decided that microfilming is feasible).
(4) In general, although microfilming would considerably reduce the bulk of the records, it would not completely and finally solve the problem. There was still need for additional space to house the semicurrent records of the State agencies.

It was thought best, therefore, to try to achieve the following three-point program:

(1) A new warehouse to be used as a records center should be established.
(2) A central microfilming unit for the State should be established in order to reduce as far as practicable the bulk of the records of the various agencies. The operation of a central unit for the purpose would be cheaper than for each agency to operate its own unit, in that duplication of effort would be avoided and trained personnel provided.
(3) The General Assembly should be asked to pass a bill giving microcopies of State records the same force in courts as the originals.

To what extent has this program been achieved? The site for the proposed records center has been purchased, and the architect is now working on the plans. The General Assembly of 1951 passed a bill rendering microfilm admissible as evidence. The money for a central microfilm project was appropriated, equipment was secured on a rental basis, three additional persons were employed to work on the project, and it is now functioning under the supervision of the Department of Archives and History's division of archives and manuscripts.

The Long-Range Program

Our immediate problem is to consolidate our gains. But let us look beyond the immediate future and try to foresee some of the things that may well be included in our long-range plans. We may well collect more aggressively in the field of private and unofficial manuscripts. It is safe to assume that there are still many historical treasures hidden throughout the State.

We need a new building. Our present one is multifunctional, housing such other agencies as the Department of Public Instruction, the Department of Conservation and Development, and the Department of Public Welfare. Already there has been developed a strong sentiment in favor of a new building in Raleigh to house the State's various cultural agencies.

There seems to be little doubt that our modern records management program will be further developed. We need to reach the point where our records follow flow-schedules.

We need to move nearer the ideal of bringing our records under tighter control so that they can be serviced quickly and easily. This will require a careful evaluation of our holdings so that we can give priority to the proper groups or collections.

It would be well for us to expand our service to the counties. We visualize the time when we shall have a staff member who can spend his entire time in the field.

Our department needs more publicity. The masses of our people know little or nothing about our functions. The telephone operators have to ask us to repeat when we say archives; more often than not they insist upon pronouncing it "archeeves."

Even though we have achieved just about all the objectives fixed within the past few years, we realize that new problems will arise, that conditions may change, and that our program will need to be modified from time to time. We are confident, however, that if we work hard and remain vigilant, we shall be able to cope with the problems of the future. As a matter of fact, if we could no longer expect new problems, our work would cease to be interesting.

International Cooperation to Preserve Historical Source Materials[1]

By LESTER K. BORN

Library of Congress

IN a civilized society the protection of its heritage of cultural resources concerns all thinking persons. In particular it concerns the custodians and the exploiters of that heritage. At the risk of inducing tedium and introducing repetition of accepted fact, let me labor briefly the subject of the familial relationship between archivist and historian. I shall not review the transition from diaries, memoirs, journals, and the like to the basic documents, the deeds, the correspondence, the official memoranda, to which the historian turned only after the French Revolution set the pattern of availability of archives. Nor shall I review the opinions on the subject held and widely publicized by the distinguished Belgian archivist, Joseph Cuvelier, who pleaded so earnestly for internationalism. Nor shall I refer to the reports of the Archives Commission of the American Historical Association, the first of which appeared more than a half century ago. I shall, however, quote some remarks of M. Jaime Torres Bodet, Director General of UNESCO, on the occasion of the First International Congress on Archives, held in Paris in August 1950.

Archives — so far as they are made available for consultation — play a part in ensuring the conscious continuity of human society, and it would be wrong to regard your written records in their shelves or your collections of microfilms as no more than vast cemeteries in which that society's experiences, adventures, risks and dramas are for ever buried. Whether it be for the historian making past ages live again, for the man of action wishing to base his decisions not merely on his appreciation of the future but on the lessons both of the present and of the past, or for the moralist seeking a concrete basis for the assessment of human conduct, the archives are the repository of the object-lessons of life itself. . . . [These are] the documents and manuscripts which offer the very essence of history, stark, unadorned, but irrefutable, to those who can bring to

[1] This paper, in slightly different form, was read at the luncheon meeting of the Society of American Archivists during the sessions of the American Historical Association in New York, December 28, 1951. The author is Secretary General of the International Council on Archives.

their examination the enlightened compound of objectivity and imagination needed to see the past as it really was.[2]

Let us consider briefly another indisputable point — the disastrous results of unenlightened nationalism. Closed borders, whether physical or mental, restrict the outlook of the scholar; their end product is bias. From bias, the transition to biased nationalism is relatively simple. Archivists must be aware of ideas, must be ready to exchange ideas and materials with their colleagues in other countries. Historians must have the compelling desire to employ in their studies the archival resources of other lands; they must have free access to those sources, wherever they may be, within the legitimate limits set by the requirements of national security.[3]

Truth is good, Plato has taught us. Truth can be achieved only through knowledge. And knowledge, so etymology gives us to understand, is one and the same with history; that is, *historia*, in the original Greek, first means "inquiry," then "systematic (scientific) observation," and finally knowledge so acquired. Thus through history, whether with the intervention of archivists who are the custodians of its basic elements or with the assistance of historians who are the practitioners of interpretation, we should arrive at sound information. This information should lead to better understanding. Understanding should lead to international good will and mutual respect — and that is good. What has all this to do with my subject, "International Cooperation for the Protection of Historical Source Materials?" In my opinion, it is of the essence. Before there can be cooperation in a physical enterprise, there must be understanding. Therefore, the first step in cooperative international enterprise with respect to historical sources must be mutual agreement as to the desirability of ultimate goals.

I should like to cite as an example to the point the arguments ad-

[2] Message from M. Jaime Torres Bodet, Director General of UNESCO, to the International Congress on Archives, UNESCO House, 21 August 1950 (D G/86). 3 p. Processed.

[3] The case for accessibility is eloquently self-stated in the evidence offered by Ernst Posner in his paper, "Unesco's Concern with Archives," published in *Indian Archives*, III (January-December, 1949), 48-51. In a recent letter urging consideration of international exchange of archivists, the writer based his case essentially on this paragraph: "Libraries by their nature are repositories of international scope. Custodians and users of libraries are free to be narrow, but at least they have at hand a non-nationalistic assemblage of recorded materials. This is not true with respect to archives. By their very nature archives are nationalistic, their staffs are specialists in national material, their users may be concerned only with research within national bounds. Foreign scholars often are limited in or prohibited from using the materials. The setting is perfect for the development of that form of nationalism which leads to self-aggrandizement, prejudice, propaganda, and distrust."

vanced by the Library of Congress in favor of international cooperation in a program to copy on microfilm the bibliographical tools such as catalogs, guides, calendars, inventories, lists, indexes, and the like and perhaps, as need demands and funds permit, not only these keys to the original sources but also large bodies of the actual sources themselves. The proposed plan contains many features that should prove advantageous both to the United States and to other nations.

From the point of view of the United States the proposed project would serve three purposes: it would increase the bibliographic resources of the Library of Congress; it would enable individual scholars to select with precision particular manuscripts, documents, and rare books that they require; and it would establish a medium through which the Library of Congress might obtain microfilms of required items under favorable local auspices. The advantages of these points to scholarship in the Western Hemisphere hardly can be exaggerated. The advantages to the foreign partner in the project certainly would include international good will; the establishment of a second depository, located in another hemisphere, for important records as protection against total loss; an assured source from which microfilm or paper copies subsequently might be procured to replace in regular use original material endangered or damaged by excessive handling or normal deterioration; the diffusion throughout the civilized world of increased knowledge of its historical and cultural source materials; a firm basis upon which its archives and libraries might initiate requests for microfilming of materials relating to its history that are located outside the country; and demonstrated leadership in the present efforts (e.g., those being made by UNESCO) to liberalize the understanding between nations and thereby to provide a firm basis for a lasting peace.[4]

These arguments were advanced in the cause of scholarship, and in them the role of protection was reduced to a secondary position. In my opinion this is as it should be. Protection of those segments of the cultural heritage of man that have originated or are located within the boundaries of a sovereign state is a responsibility that rests squarely and unequivocally upon the state. On the other hand, acceptance of what already has been said on the matter of internationalism makes it impossible for those outside a state to sit idly

[4] The fact that this proposal has become bogged down, in one country, in a series of referrals and committees in no way lessens the validity of the arguments that were advanced for the project. It does, however, illustrate all too clearly the obstacles in the way of international cooperation on large-scale projects.

by, not to stimulate a quiescent or engender a hitherto nonexistent sense of responsibility on the part of those responsible, not to proffer advice where such advice is needed and requested, and not, within the limits required by circumstances, to render physical aid. The problem is diplomatic as well as scholarly.

The matter of protection may be approached from several diverse but mutually complementary routes. We may discuss protection in time of peace and in time of war. We may argue that the only true basis for enduring protection is the absence of war. We may disregard or even discard this idealistic view and argue that, since war appears to be a concomitant of civilized society, protection may be achieved by evacuation, by reproduction in multiple copies, by promulgation of solemn obligations related to the rules of warfare.

Let us consider first the active, physical measures. "Time and accident are committing daily havoc on the originals deposited in . . . public offices. The late war has done the work of centuries in this business. The lost cannot be recovered, but let us save what remains: not by vaults and locks which fence them from the public eye and use in consigning them to the waste of time, but by such a multiplication of copies as shall place them beyond the reach of accident." These are the words of Thomas Jefferson, written in 1791.[5] More recently, January 1949, the Committee on Renaissance Studies of the American Council of Learned Societies reported that it was the duty of responsible scholarly organizations to help protect irreplaceable materials against the hazards of the future. Since a complete microfilming of entire collections of records or of manuscript books is not feasible, on account of their bulk, it is important to select those pieces that really are important and irreplaceable. The report goes on to add that cooperation with European governments, institutions, libraries, and scholars should be emphasized and would be mutually advantageous. "In this way, the plan will not present itself as an act of interference on the part of American scholars, but as a kind of Marshall plan in the world of scholarship." [6]

We Americans should have no illusions about the reception of American plans and proposals, even of American money, in Europe. I shall not make the mistake of risking a generalization. I shall say only that views differ widely, and that not all are friendly. There-

[5] The passage is quoted as printed in *Journal of Documentary Reproduction*, V (September, 1942), 130.

[6] William A. Jackson and Paul O. Kristeller, Committee on Renaissance Studies of the American Council of Learned Societies, Conclusions, dated January 17, 1949. 2 p. Processed.

fore, I venture to suggest that not all his Continental colleagues will share the enthusiasms of the director of the National Library of Ireland or will subscribe to his suggestions for an international microfilming program.[7]

The United States of America is heir to the traditions of Western civilization in as full a degree as is Europe. If the European tradition of scholarship and learning is to survive in succeeding generations it will be, in large measure, on the American Continent. It is an inescapable fact that the advancement of knowledge, the development of the arts, the appreciation of the higher values, the growth and spread of culture depend on the level of general prosperity. In view of this the future of learning is going to depend more and more on the procession of events in America than in Europe. Those who value scholarship must welcome increasing American interest and participation in every field of study. In Europe we must be prepared to share the treasures of the past with the scholars of the future. We must realize that in America the scholars are available, but much of the basic research material for the humanities is not. It must be made available in order to win back towards the humanities the American universities which are definitely turning away from them. American institutions must be persuaded and helped to microfilm on a vast scale the manuscript collections of the libraries and archives of Europe. A nation which is about to exercise the greatest material influence in world affairs must be permeated with a sense of history and continuity in the European tradition.

If there were no reasons such as those outlined above, it would, none the less, be desirable that the photo-copying of the source material of Western civilization should be undertaken immediately to ensure its survival through the next cataclysm. Its survival through the last War was largely adventitious and we have been lulled into a false sense of security by our good fortune. The cost of rapidly arranging for its duplication is so great that only with considerable American assistance could it be achieved. Who can say how much time remains for European and American scholars to come together and plan a scheme for saving the basic records which are the title deeds of Western civilization?

The War Emergency Program for Microcopying Research Materials in Britain, also known as the ACLS British Manuscript Project, was conceived from the start as an attempt to rescue from possible destruction certain of the literary treasures of England. It also probably is the first rescue operation of such magnitude ever attempted in the history of scholarship. In its inception, the plan was broader; namely, to copy the basic cultural treasures of a documentary nature in Western Europe. Whether such a plan would have been practicable no one now can say. The outbreak of active

[7] Richard J. Hayes, "Future of the Humanities: the American Contribution," *Studies*, XXXIX (June, 1950), 154-58. The passage quoted immediately below in the text occurs on p. 158.

combat on the Continent forced the limitation of the plan to the British Isles. This project, which has resulted in the acquisition of 2,652 rolls of microfilm, bearing the facsimiles of 15,497 separate items, is the product of a committee under the chairmanship of Keyes D. Metcalf, Director of Libraries at Harvard University, and under the imposing name of Joint Committee on Microcopying Materials for Research of the National Research Council, American Council of Learned Societies, and American Council of Education. A subcommittee, of which Herbert A. Kellar, Director of the McCormick Historical Association, was chairman, made the actual selection of materials on the basis of recommendations of the scholars who had responded to the request. The plan was conceived in the summer of 1940; its execution was not completed (after interruption during some of the war years) until the winter of 1948. The cost was well over $100,000.[8]

The program planned by the Committee on Documentary Reproduction of the American Historical Association is infinitely more ambitious than that just described. In its origin the committee goes back to 1942 and results from the inspiration of Professor Edgar L. Erickson, who still is its chairman.[9] The numerous subcommittees have varied greatly in their activity, but the sum of their studies and recommendations for specific countries would result in the availability in the United States of entire series of the most important source materials from the accessible countries of the world. It also would result in the expenditure of a staggering sum of money.

Let me cite only two illustrative examples. The Finnish Committee has estimated that the relatively small resources of Finland would occupy the time of 2 camera operators for 1 year. If we presume a working year of 50 weeks (without added holidays) and a working week of 5 days and if we further presume an average daily production of 2,000 exposures with each camera, we arrive at an annual output of 1,000,000 exposures. If we continue our hypo-

[8] Information on this project may be found in several sources; *e.g.*, D. H. Daugherty, "The Current Microcopying Program in England," *Journal of Documentary Reproduction*, IV (December, 1941), 207-11; Eugene B. Power, "The Manuscript Copying Program in England," *American Archivist*, VII (January, 1944), 28-32; Faustine Dennis, "American Council of Learned Societies, British Manuscripts Project: the Collection in the Library of Congress," *American Documentation*, I (August, 1950), 130-32.

[9] Edgar L. Erickson, "A Program for Microcopying Historical Materials," *Journal of Documentary Reproduction*, V (March, 1942) 3-29. Progress of work sponsored by the committee is shown in the annual reports of the chairman published in the annual reports of the American Historical Association. Some of the data in the next paragraphs of this article have been taken from unpublished committee papers.

theses and postulate a medium charge of $.03 per exposure, we discover that our hypothetical year's work will cost a minimum of $30,000. The story for France is quite different. The French subcommittee has estimated that 2 operators would be required for 1 year on each of the 26 classes in the Archives Nationales in France. On the basis of the hypotheses just assumed in the case of Finland, we arrive at a cost of $780,000. And this is the cost for but a single institution in Paris!

Recently, when I was in Vienna in connection with a matter not completely unrelated to the subject here treated, the director of the Haus-, Hof- und Staatsarchiv supplied me with data on the unpublished finding aids of the five institutions that compose the General State Archives and of the seven provincial archives. This material amounts to about 250 linear meters. If we assume an arbitrary average of 300 pages per inch for these registers and then round off the result, we have 11,000 pages per meter, or a grand total of 2,750,000 pages. Since it is quite usual to copy two facing pages on a single exposure, we may say that the copying would require 1,375,000 exposures. At $.03 per exposure the cost for this material alone would amount to $41,250.

Now let us approach the problem in another way. It has been estimated that there are extant approximately one million manuscripts which antedate the sixteenth century. Let us assume (although we know our assumption to be without justification) that all are worth copying. Let us assume further for each of these manuscripts a modest bulk of 100 folios. Then let us continue as before with our computations: 100,000,000 folios result in the same number of exposures, which at $.03 each, require an expenditure of $3,000,000. To all such programs must be added a reasonable sum, let us say ten percent, for administration; that is, planning, supervision, travel, equipment, and shipping charges. Finally, from some source, must come funds for accessioning, cataloging, and servicing the collections of films that result from the field operations.

Somewhat later than the proposals sponsored by the AHA came a proposal developed by Sargent B. Child, then Adviser on Archives and Libraries, Office of Military Government for Germany (U.S.). This proposal, which was intended as an extension and expansion of the ACLS project never, so far as I know, has appeared in print, although it has been the subject of debate on occasions such as the Conference on International Cultural, Educational, and Scientific Exchanges held at Princeton University in November 1946. Mr. Child proposed that the United States Government initiate an ex-

tensive program in Europe to obtain by photographic reproduction valuable cultural, scientific, historical, and other research material located in recent enemy countries, enemy-occupied countries, the countries of our allies, and recently neutral countries where cultural cooperation could be established. The multicopies were to be delivered to the United States Government and to allied governments for permanent deposit, exploitation, and study. It was further proposed that, as a form of reparations, Germany, and possibly her recent allies, be required to supply cameras, film, photographic laboratories, and technical labor. This program, which was planned for a twelve year period, would have cost an estimated $125,000,000. And that estimate was made in December 1945, when costs were much lower than those in December 1951.[10]

Let us consider now the proposals to achieve protection through agreement. The provisions of the annexes to the Hague Conventions of 1897 and 1907 are largely negative in that they are stated as prohibitions. The case for archives is not too well stated. For this the fault perhaps lies with archives, for these are both a cultural property and an administrative property. The draft proposals developed by the office of the International Institute for Intellectual Cooperation between the years 1933 and 1939 on the protection of historic buildings and works of art in time of war and on the repatriation of objects of artistic, historical, or scientific interest now serve negatively as examples of work that was done too late and positively as prototypes for the recent drafts prepared by UNESCO.

The work now in progress under the auspices of UNESCO is authorized by a resolution of the Third Session of the General Conference in 1948, amplified at the Fourth Session in 1949, which directed that attention should be given to the protection of monuments and all objects of cultural value, such as those kept in museums, libraries, and archives, against the consequences of armed conflict. This directive was extended still further by the Fifth Session in 1950, which authorized the Director General to prepare and submit to the member states a draft for an international convention for

[10] The concern of some American scholars for the security of manuscripts in the monastic libraries of Austria should also be noted, as should a project, still in the developmental and discussion stages, of medievalists for copying medieval sources of all kinds. The Bavarian State Library in Munich is microfilming its manuscripts and is considering making positive copies of the films available for international exchange. Very probably this example is not unique. Of primary interest to historians of art is the scheme, repeatedly rumored but, so far as the writer has been able to learn, never explicitly phrased, to copy all miniatures in illuminated manuscripts.

the protection of monuments and other objects of cultural value. Under date of March 1951 this draft, with extensive comments, was circulated to member states, which were asked for advice and comment.[11] A revised text is the object of a second scrutiny, the results of which UNESCO hoped to receive as soon as possible after January 1, 1952. The General Conference will consider the draft at its next session, in November 1952.

The Fourth Session, already mentioned, likewise instructed the Director General to encourage the establishment of repositories in which reproductions of the most representative and the most vulnerable cultural objects might be assembled. Subsequently the Director General requested four states — Australia, Poland, the United Kingdom, and the United States — to furnish, free of charge, to each member state an area of approximately 5 to 10 cubic meters that would provide safety from the dangers of damp, fire, theft, or bombardment, in which microfilms might be stored. On the same date, November 30, 1950, the Director General also informed all member states (now 60) of this plan so that those who wished to deposit reproductions could start their arrangements to have microfilm reproductions made. No results are yet public.

These efforts of UNESCO are not, of course, the only contemporary efforts. Perhaps the best known of recent conventions now in effect is that commonly called the Roerich Pact, which was signed in Washington on April 15, 1935, by members of the Pan-American Union, for the protection of artistic and scientific institutions and historic monuments. In the several treaties of peace, such as that with Italy, at the conclusion of the last war are sections that secure the place of cultural properties. There have been assembled at the Department of State the basic materials for a compilation of treaty obligations, agreements, and policies of the United States Government respecting the international protection of works of art and cultural property. The table of contents, which fills 7½ legal-size typewritten pages, lists the pertinent proclamations, laws,

[11] UNESCO, CL/484, Annex, Preliminary Note on the Preparation of a Draft Convention for the Protection, in Case of War, of Objects of Cultural Value. 34 p. Processed. This draft also was one of the items on the agenda of the International Committee on Monuments, Artistic and Historical Sites and Archeological Excavations, established by UNESCO, which held its first session in May and its second session in October of 1951. The United States is represented on this seven-man committee by John O. Brew, Director of the Peabody Museum in Cambridge. By invitation the writer had the privilege of attending both meetings, in the status of an observer, as the special advocate of the case for archives and as the most accessible former Monuments, Fine Arts and Archives officer.

regulations, handbooks, manuals, and similar items issued in connection with the war in Europe as well as many more usual titles.

In this connection I should mention also the American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas (the Roberts Commission), which, though distinctly a national entity, engaged extensively in international liaison with appropriate foreign agencies. This Commission, established by the President on June 23, 1943, furnished to the Army the names of museum officials, art historians, and archivists who were available so that, so far as was consistent with military necessity, works of cultural value might be protected in countries occupied by the Allies; compiled lists of structures and collections to be protected; prepared lists of cultural properties appropriated by the Axis forces; urged the restitution of such properties; sponsored lectures at the Military Government School on the care and preservation of works of art, monuments, and records; formulated instructions for publication on these same subjects; and advised "MFA and A" officers in the field. To the work of this Commission the National Archives contributed materially.[12]

The International Council on Archives, founded in 1948 under the auspices of UNESCO, lists among its objectives the promotion of all possible measures for the preservation, protection, and defense against all hazards to the archival heritage of mankind; the facilitation of the use of archives and their more effective and impartial study by making their contents more widely known, making reproductions more readily available, and encouraging greater freedom of access; the cooperation with all organizations concerned with the documentation of human experience and the use of that documentation for the benefit of mankind.[13] Recently the ICA has established a Committee on the Accessibility of Archives, on which the United States has a member, and a Committee on the Protection of Archives in Time of War, of which the member from the United States is chairman.[14]

[12] *Report of the American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas* (Washington, 1946). See especially pp. 1-5, 41-44.

[13] For a brief sketch of this relatively new international organization, see Herbert O. Brayer, "Report on the Meeting of Professional Archivists . . . June 9 to 11, 1948, Paris, France," *American Archivist*, XI (October, 1948), 325-31; Lester K. Born, "The International Council on Archives," *Journal of Documentation*, VII (March, 1951), 15-17; *idem*, "The International Council on Archives," *Bulletin of the Union of International Associations*, III (March, 1951), 1-4. The last articles are identical only in title.

[14] Both committees result from resolutions introduced by Wayne C. Grover, Ar-

When the second Archivist of the United States, Solon J. Buck, enumerated in November 1946 the most urgent archival problems that required international cooperation, his list contained 12 items.[15] Of these 4 related to protection, preservation, or rehabilitation; 2 related to reproduction and distribution; and 2 related to information on existing material. To greater or less degree progress has been made toward a solution of each of these problems; for none of them, however, has a definitive solution been achieved. Not all protective measures require the imminence of war to inspire them. For the establishment of lists, which are prerequisite to planning for any purpose, for microfilming, which serves several purposes well, and for the coordination of large-scale, multipurpose international programs, perhaps more effective use could be made of the committees of the International Council on Archives; perhaps, too, the good offices of UNESCO could and should be invoked.

Unquestionably the best interests of civilized society will be furthered by adherence to the principles set forth in the international convention now in draft form. But, as its drafters realize very clearly, "respect" and "immunity" are in time of war, especially in the actual theater of operations, less likely to be effective than "defense." Therefore the immediate reconstitution of national and international commissions on the protection of cultural sources is, in my opinion, not only urgent but overdue. Not only must professional archivists — that is, those primarily concerned with the problem — lobby for the peacetime activation of elements in the United States Army that can prepare for the wartime implementation of careful plans and directives, but likewise they must lobby for the establishment of a high-level position in such a headquarters as SHAPE for planning, liaison, and coordination with civil and military establishments in many countries.[16]

chivist of the United States, at the meeting of the Constituent Assembly held in Paris, August, 1950. The reports of the committees will be presented at the time of the second congress, which is scheduled to meet at The Hague in 1953. Persons concerned with the problem of security will be interested in the annotated bibliography of some 350 entries which has been prepared by the Library of Congress: Nelson R. Burr, *Safeguarding Our Cultural Heritage: a Bibliography on the Protection of Museums, Art Galleries, Libraries and Archives in Time of War.* Although this item is in no sense international in its sponsorship, it definitely is international in its coverage and includes reports, studies, plans, and evaluations published in a number of countries.

[15] Solon J. Buck, "The Archivist's 'One World,' " *American Archivist,* X (January, 1947), 9-24. The passage referred to is on p. 18.

[16] On this point see Lester K. Born, "Archives and War," *Indian Archives,* IV (July-December, 1950), 150-59; and also UNESCO, CL/561, dated October 31, 1951, Annex I (draft convention) and Annex II (comments), especially p. 33, end, and note 1 to that page in the comments: "It is clear that this special service should be part of

the General Staff, and that the officers of which it is composed should have a fairly high rank." The note to this passage says, in part, that "the personnel of the service for the protection of cultural property should consist, in equitable proportions, of specially recruited individuals having the necessary qualifications in the various fields covered by the service, viz. Archives, Libraries, Museums, and Monuments. They should have received, in peace-time, such technical and military instruction and training as will give them the required capacity and authority for performing their duties in war-time. To that end, the members of the service should attend special courses, undergo technical and military training, and be provided with a rank sufficiently high to give them adequate standing with the military authorities. . . . Provision for the work of the service for the protection of cultural property should be made in separate regulations. . . . Provision should also be made in good time, and for each military unit, for the material equipment requisite for the end in view, so as to ensure that this equipment (e.g. more particularly transport and material for restoration, preservation etc.) is available as and when needed. . . . It would be essential, as part of the service's organization, that the information material — such as maps of monuments, of places sheltering cultural property, etc. — to be distributed to the armed forces and to other services concerned should be prepared by specialized personnel, which should itself be called upon to put into effect the protection plan drawn up."

The Appraisal of Older Business Records

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DURING the summer of 1951 the opportunity arose to appraise some of the large collections of records of textile firms that had been in the possession of the Baker Library of the Harvard Graduate School of Business Administration for a number of years.[1] Prof. Arthur H. Cole, librarian, wishing to see adequate use made of the long runs of payrolls, suggested to Robert G. Layer, a graduate student in the department of economics at Harvard, that he make a statistical study of them.[2] In addition to payrolls, Mr. Layer would need for his study adequate production and general accounting records, and many of these were still stored in the crates in which they had been sent to the Library. As the crates would have to be opened anyway, this gave an opportunity to survey the complete files of the selected companies, to discard as much as seemed judicious, and to record adequately what was left.

The Baker Library's manuscript holdings are particularly strong in the textile field. The first of these holdings to be received was the Slater Collection, acquired through the efforts of Dean Gay and Professor Cole in 1916. With the liquidation, or at least the change in character, of several companies in the 1920's and 1930's, many more textile records became available. Thus the library sought out and was offered the records of the Boston Manufacturing Co., of Waltham, one of the earliest to start operation; the Hamilton and Lawrence companies, both located in Lowell; the Lancaster Co., of Clinton; the Dwight Co., of Chicopee; and the Lyman Mills, of nearby Holyoke. Somewhat later came a part of the records of the Amoskeag Manufacturing Co., of Manchester, N. H. (the rest are in the Manchester Historic Association); and the surviving early records of the Nashua Manufacturing Co., of Nashua, N. H. The collection of the Pepperell Manufacturing Co.,

[1] The collections are described in *List of Business Manuscripts in Baker Library*, 2nd ed., 1951, available through the library for $1.50.

[2] Robert G. Layer, "Wages, Earnings, and Output in Four Cotton Textile Companies in New England, 1825-1860." Ph. D. thesis, Harvard University, 1951. Mr. Layer plans to develop his thesis into a book, extending the time period to 1914.

acquired in the 1930's, was used by Evelyn H. Knowlton in writing her book, *Pepperell's Progress*. Similarly, two collections in the allied field of textile-machinery manufacture have been the basis of *The Whitin Machine Works Since 1831*, by Thomas R. Navin, Jr., and *The Saco-Lowell Shops*, by George S. Gibb. Several small collections in the Baker Library round out a considerable representation of the New England textile industry. Taken together, all these records of textile companies are the equivalent of close to 10,000 volumes, and of these perhaps a fifth was still in storage when this project began, inadequately listed and difficult to use.

In choosing the companies to be studied, homogeneity with regard to labor conditions, production techniques, and company size was considered most important. The period of time to be covered was from 1825 to 1914. After a careful survey of the existing inventories, Mr. Layer selected for study the Boston, the Nashua, the Hamilton, and the Lawrence Manufacturing companies. Because the employment records of the Boston Co. after 1865 were considered inadequate, however, it was necessary to substitute the records of the Dwight Co. after that date. Similarly, because the semiannual accounts of the Hamilton Co. stopped in 1885, the Lyman Mills Collection was substituted for the later period. Finally, the Lawrence Co. turned from the making of cloth to hosiery and underwear in 1896; so the study was confined to only three companies from that year to the closing date. But this limitation in the coverage of the statistical study did not affect the decision to handle the complete collections of the companies under consideration.

Of all the companies named, only the papers of the Boston Co. had been entirely unpacked and adequately shelved and listed. Varying amounts of the records of the other companies were still in crates, ranging from some three-quarters, in the case of the Lyman Mills, to only one-fifth, in the case of Nashua. Since bound materials can be handled more easily than unbound, it was usually the former that were shelved and the latter that were crated. This might mean that a part of a series would be shelved and consequently readily available, while the rest of the series, if its existence were recorded at all, would be difficult to consult. In many cases, only the sketchiest information was available concerning the contents of given crates. Several moves from one storage area to another had not improved the physical condition of the crates, either. Fortunately the records in the Rifle Range,[3] as the area where the

[3] This area, a tunnel under some of the dormitories, was actually used as a rifle

boxes are now stored is called, had been recently inventoried. The location of the desired crates among the hundreds stored there was thus known, at least approximately.

Fortunately also, trained assistance and sufficient space were available for the project. Edwin Fenton, a graduate student in the department of history at Harvard, was able to devote full time during the summer to the unpacking and sorting of material. He brought to the job not only a strong back, which is needed in manuscript work more frequently than is generally realized, but also the historian's approach to the difficult question of what should be kept. A half dozen large tables, 10′ x 3′, and some 300 running feet of shelving were made available in a large, well lighted basement room in the library. Even this proved barely enough as we struggled to unpack the cases that the maintenance crew brought over from the storage area. Transfer files, obtained from the Hollinger Corp. were provided for the unbound materials to be shelved. Occasionally the transfer files in which the records were originally stored could be used again. Once policies had been decided upon, it was sometimes possible to remove files directly from the crates to the area where waste paper was being accumulated.[4]

Before the actual unpacking began, Professor Cole, Professor Navin of the business history department, Mr. Fenton, and the writer considered criteria for the selection of material that could be safely discarded. One approach to this problem is that of the potential demands upon the records. For the writing of company histories many types of material are useful, from minute books, letter books, reports, and diaries to clippings, advertisements, and samples of the product. Somewhat different requirements are posed by special studies in the history of business cycles, of long-run changes in productivity, or of changes in wage payments and earnings. Here a sampling of the routine records series is possible, a sampling perhaps based on the high and low points of the business cycle. The collections may also be found to offer materials upon such specialized topics as the influx of immigrants into the mills, labor turnover, and the evolution of the administrative hierarchy, where possibly no printed annual reports exist. It is not possible to anticipate every use of the records, yet the broad interests of the users should be kept in mind by those making the selection.

range by students during World War II. Needless to say, the manuscripts were not there then, but were stored in the New England Deposit Library.

[4] Some $150 was obtained for the library through the sale of waste paper, an indication of the bulk discarded.

Older records may also be rated in other ways.[5] First, by date; probably all material relating to the early years of the companies in question should be saved. Second, by type; there are various summarizing records, such as semiannual reports, general ledgers and journals, and treasurer's and other reports, that if present should always be kept. In fact, it is on the basis of the existence of these that certain of the subsidiary files may be discarded. In the case of stockholders' records, the stock ledgers occupy a position similar to that of the general ledgers. Letters should generally all be kept, partly because it is a time-consuming task, even if desirable, to determine which are merely routine. Certain types of material, such as canceled checks, bills of lading, proxies, and express receipts, may be discarded almost at once, for useful information could be obtained from them only at great expense. But most of the series in the areas of supply, production, and sales must be evaluated individually, asking the question, is the information contained available in more complete or compact form elsewhere in the collection? It seems better to err on the side of keeping too much, since destruction is very final. A further criterion might be the completeness of the collection as a whole, but the discussion of this point is reserved for the end of this paper.

It was realized that sampling is a useful way of reducing the bulk of certain series of records. If it is done, sampling should be for uniform periods (such as 10-year intervals or selected points in the business cycle) and should cover similar months or other divisions of the material. A record should be kept of the total span of the series sampled and of the total number of volumes; the first and last volumes might well be saved, in addition to the ones selected. Obvious duplication, such as when the treasurer's letters exist in his own copybook and in the agent's files, is easy to detect and handle. But duplication of information is more difficult to prove. It may seem strange to state that we recrated some material that we did not wish to throw away but that we felt would not be consulted often. We were careful, however, to recrate whole segments, such as the letters to and from the selling agents or the books of

[5] A useful article describing English practice is W. H. Chaloner, "Business Records as a Source of Economic History, With Special Reference to Their Selective Preservation in Libraries," in *Journal of Documentation*, June 1948, pp. 4-13. In this article emphasis is placed on the elimination of duplicates and the importance of certain types of records, such as minute books and reports; reference is also made to a publication of the British Records Association, *Modern Records: What Shall We Destroy?*, 1943. Further titles are given in the writer's contribution to "Looking Around," a column in the *Harvard Business Review*, March 1951, pp. 127-139.

cloth samples. And this time the contents of the crates were carefully recorded and the cases themselves were made smaller for ease of handling. Microfilming was not seriously considered, because of the cost involved.

A brief description of the way in which collections are shelved and listed in the manuscript division of the Baker Library may be helpful to the reader. When the first large groups of material were received, a system was adopted for the arrangement of series within a collection, and this is still followed with but little change.[6] By this scheme, minute books are placed first, followed by stockholders' records; then come the general accounts, such as ledgers, journals, cash books, semiannual accounts, trial balances, and the like; next, purchase and receiving records, production records (including materials on employment, costs, and amount produced), sales records; and finally, letters. Within the series the order is usually chronological. At first a system of consecutive numbers was used, but of late both letters and numbers have been employed, so that the particular series and section can be indicated. This makes it unnecessary to change the whole numbering scheme when a new volume is discovered. Earlier, too, unbound materials were usually shelved at the end of a collection; now they are, whenever possible, placed in the section to which they relate. Thus parts of a series are no longer separated just because one happens to be bound and the other unbound. Once a collection has been placed in order on the shelves, an inventory is prepared, by series, and this becomes the basis for what is known as the collection folder. It may be that, if great masses of material are to be handled effectively, a system will have to be worked out that is midway between the confusion of the Rifle Range and the present fairly detailed recording.

The records of the Lawrence Manufacturing Co. (1831-1926) were the first to be handled. A survey showed that the general accounting series were fairly complete, considering that a portion of the company, under different management, has continued operations to the present. It was thought safe, therefore, to discard vouchers, checks, and similar items as they were unpacked. Bound volumes already shelved were found to contain numerous series relating to production and sales, especially after 1890. Here seemed to be a fruitful area for sampling, and some 250 volumes were weeded out in this manner. Summary sales figures, however, are not easily available, and certain bulky unbound sales accounts have had to be

[6] The system is described in Arthur H. Cole, "Business Manuscripts: Collection, Handling, and Cataloging," in *Library Quarterly*, January 1938, pp. 93-113.

kept for the time being. A special problem was presented by some large packages of miscellaneous annual accounts. It was decided to keep these at 10-year intervals, placing them in crates; and a listing of the contents of a package for a typical year was prepared for the collection folder. In addition to the payrolls, the contents of some 60 crates included such useful files as a substantial group of early company papers and an extensive series of letters. Whereas the original count for the Lawrence Collection was 1,136 shelved volumes and 60 large crates, the present count is 919 volumes, 103 boxes (transfer files), and 3 crates.

An example or two from the handling of the Lawrence Co. records will illustrate our methods. There were 28 volumes of stock certificate stubs, extending from 1834 to 1916; it was found, however, that stock ledgers and stock transfer books covered the same period, with the exception of the first volume and the last two. Accordingly, of the certificates, these three volumes were the only ones kept. Among series sampled was one of yarn bills, extending from 1897 to 1921. Of these, only the volumes for 1900, 1910, and 1920 were kept, reducing the number from 39 to 6. For the period after 1890, when the payrolls became very large, it was decided to keep them for four representative months a year: January, April, July, and October.

The next collection to be handled was the Dwight (1832-1927), of which some 36 crates were still in storage. The payrolls and unbound correspondence and some of the production records were found to be useful additions to the collection. Because of the completeness of the general accounting records (for both the Boston and Chicopee offices), crates of bills could be discarded as they were opened. Because production and sales records were not so varied as in the case of the Lawrence Co., less sampling was done. Purchase records were summarized in the bill books (1877-1926) and the orders (1871-1908); thus some of the subsidiary files could be discarded. The unpacking and the subsequent survey disclosed some interesting records concerning the importation of labor from abroad. Records of the Perkins and Cabot companies, which became part of Dwight, and of the Chicopee Gas and Light companies are also in the collection.

The third large collection to be brought over from storage was that relating to the Lyman Mills (1854-1927). Only a small amount of this material was already on the shelves. A fairly complete listing of the contents of the crates had been prepared, but much material had been removed in connection with a lawsuit and

had not been returned to the proper cases. Since these mills are no longer in operation, the records include directors' and stockholders' minute books. The series of ledgers and journals were discovered to be complete for the Boston office and almost complete for the Holyoke office, and the semiannual reports, among the most important records, were complete. Few series could be sampled, but much unbound material, such as vouchers, supply bills, internal orders, and other ephemeral production records, could be discarded as they were unpacked. Series of records not frequently found in the other collections included pattern books and extensive tax files. As in the case of the Dwight Co., only the correspondence with the selling agents (which happened to be the same firm) and samples of cloth were recrated. The complete collection now numbers 996 volumes, 209 boxes, 27 cases (each one the equivalent of about two boxes), and 10 crates.

In contrast to these three large collections, that of the Nashua Manufacturing Co. (1824-1929), with only 186 volumes and 15 boxes, seems small. Even so, the payroll files were extensive enough, and the production figures could be made sufficiently complete, for Mr. Layer's purposes. Nothing was discarded, however, and no sampling was done. The Hamilton and Lancaster companies presented a few variations from the patterns already established. In the case of the Hamilton Co. (1825-1917) it was deemed necessary to keep the vouchers since the general accounting records were not adequate. These, however, were recrated, along with the sales agent's letters. The Lancaster Co. records (1844-1931) were found to be spotty; semiannual accounts were extensive, but other general accounting records were scanty, and much of the unbound material related only to the later years of the company. The greater part of the crated material consisted of some 135 large volumes of cloth samples; only 35 of these were kept. Any further handling of the Boston Manufacturing Co. records (1813-1930) was postponed since the collection was already on the shelves and was adequately described.

A comparison of some of the strong and weak points of these collections is revealing. Often one company, such as the Lawrence, will have the most extensive sales records; another, the Lyman, the most complete production records. Fortunately, most of them have fairly full general accounting records and long runs of letters. The records are likely to contain a good deal of material for the beginning and the end of the company, the former probably because of its historical value, and the latter because of its immediacy. There

seems to be a tendency, especially in the Dwight and Lyman collections, for series to break off in 1908. This may represent a change in the method of accounting, such as the adoption of a loose-leaf system. All of the collections, according to Mr. Layer, are weak in their accounts of equipment; it is difficult to tell when a particular piece of machinery was acquired. Developments outside the companies are also often reflected in the records; for example, all the series recording accidents to employees begin after 1887. Much as we might wish, in a given case, that a certain record had been preserved, we have to make the best of what has come to us.

Our textile collections present a somewhat special case; for, as has been indicated, we are strongest in this area. The textile industry was the earliest to develop the factory system, and it had its beginnings in New England. Two types of factory arose: the Boston-Lowell type, run on the boarding-house plan, and the Rhode Island type, in which whole families were employed. It is desirable to have records of factories of both kinds, and since nineteenth and early twentieth century textile records are still relatively manageable, it is perhaps possible to aim at completeness. The treasurers and agents of the Lowell-type mills were in frequent communication concerning their common problems, and the presence of several collections makes it possible to study these relationships. Certainly in the field of textiles the Baker Library will continue to keep its four or five fairly complete collections (Lyman, Lawrence, Dwight, Boston, and Pepperell) and for purposes of comparison will accept occasional smaller collections. Sometimes the latter will be found to contain significant series, perhaps of general accounting records or of letters or of payrolls. It is possible that smaller runs of payrolls might be segregated to form a payroll collection. In other fields, it is likely that the library will be content with one or two fairly complete collections.

The summer's textile project has had several worth-while results, in addition to providing material for Mr. Layer, which was its immediate purpose. Several important collections have been completely recorded and made available. In spite of individual differences among collections, some understanding of the handling of similar accumulations has been gained. The project has shown that weeding can safely be done, thus saving space for the materials which must be kept and making the scholar's task of assimilation easier. The proportion of material discarded, however, in comparison with the whole collection, is not usually very great. For the private institution, selection must still largely occur before the ma-

terial is received; that is, in the decision as to what shall be collected. Here the completeness of the collection becomes a criterion, and a few thoughts on this subject conclude this article.

It is realized that freedom of choice, as between first-rate and less desirable collections, is not always possible. Sometimes incomplete collections must be accepted for want of anything better, or less useful materials must be taken because their acceptance may lead eventually to the acquisition of more significant ones. Each institution engaged in collecting business records, however, should try to define its field of interest. Since such collecting is usually regional, cooperation among institutions is that much easier. Those collections best typifying the industries representative of the region should be sought out and, where available, accepted. Touchstones for an individual collection, therefore, should be its importance to an understanding of regional development, completeness within itself, and its coverage of a time span sufficient to allow conclusions to be drawn.

Arrangements for handling the receipt of individual collections will vary from case to case. Sometimes weeding may be done before the transfer of the material, but even then the librarian and the historian should try to have a hand in the matter. An outright gift is desirable, but restrictions as to use or disposal may be accepted, if the collection can be obtained only in that way. Private institutions have not made a practice of charging for space and service, even where the firm whose older records have been acquired continues in existence. Perhaps this practice should be left to such groups as the Business Archives Center, which handles more recent materials, and the older archival core should continue to be serviced free of charge by the private institution. A fee might result in the destruction of such materials and thus defeat its purpose. The expense of handling, housing, making known, and servicing these records is great, however, and the assumption of such expense by the private institution is one of its arguments for private and foundation aid.

If anything, this survey shows the haphazard development of the collecting of older business records. There is room for much cooperative effort on the part of businessmen, librarians, and scholars, to ensure that adequate records of our business and industrial experience are preserved.

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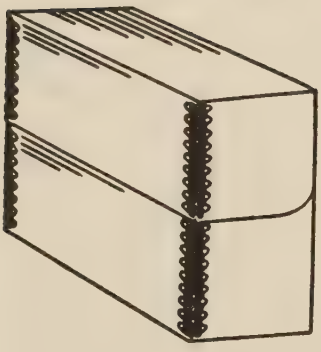

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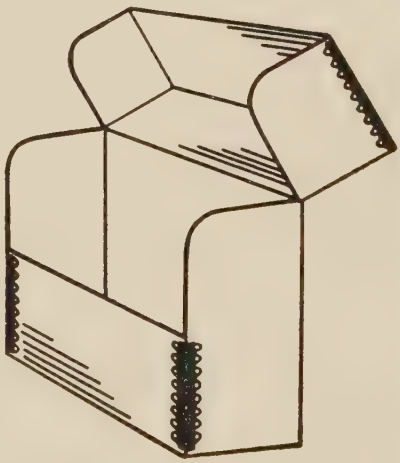

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The Archives of South Carolina[1]

By J. H. EASTERBY

Historical Commission of South Carolina

THE text for some of my remarks is the following passage from Robert H. Woody's report on the public records of South Carolina, which was published in *The American Archivist* for October, 1939:

> . . . anyone who examines the South Carolina archives must be impressed by the vast amount of records which have been preserved in spite of wars, invasions, fires, and earthquakes. Equally impressive until recent years was the unfortunate state of preservation and the lack of any systematic organization of these records. One marvels that South Carolinians, notably loyal to their state and proud of her history — even to the extent of being called provincials and ancestor-worshippers — should have permitted their ancient records to moulder in basements and be scattered in various depositories. But they did. Under the circumstances it is not remarkable that South Carolinians should feel that much of their history has been misinterpreted by ignorant critics. Yet this is not altogether the fault of the critics.

I say that I want this passage to serve as the text only for some of my remarks, for I understand that I am expected to discuss recent records as well as the "ancient" ones on which Mr. Woody reported some 12 years ago.

Being one of those who are "notably loyal to their state," I could hardly be asked to endorse the suggestion that South Carolinians are "provincials and ancestor-worshippers." Even a loyal South Carolinian will have to admit, however, that in the other parts of Mr. Woody's statement there are large elements of truth. Moreover, though it is charitably intimated in his report that something was being done in 1939 to improve the condition of the South Carolina archives, it must be confessed that far less has been accomplished than is urgently needed and that, however much we would like to believe otherwise, there is still no positive assurance that these needs will be satisfactorily met at any time in the immediate future.

Having traced the history of the South Carolina public records as thoroughly as his time permitted, Mr. Woody ventured to say, "There is every indication that prior to 1865 the records were

[1] Paper read at the annual meeting of the Society of American Archivists, Annapolis, Maryland, October 16, 1951.

reasonably well kept, or at least there is plenty of evidence that they were not forgotten." Every new piece of information that comes to light tends to confirm his conclusion. The measures that were adopted in those early years for the protection of the archives were timely; they were usually wise; and those that were applied in times of crisis may even be described as heroic. Much copying and indexing was done; and, by means of subsidies granted to individual historians and the South Carolina Historical Society, something was accomplished toward procuring transcripts of records in England and toward publishing the more significant documents. It is largely because of these wise measures that the State has today the "vast amount of records" to which Mr. Woody referred.

Little care was taken of the records during the generation following the War Between the States. Some of the old records unquestionably were lost, and current records were less systematically kept; but the great number of both still extant is convincing proof that there was neither wholesale nor wanton destruction, as some have been tempted at times to believe.

The first clear indication of a reviving sense of responsibility on the part of the State for something more than the routine care of its archives was the creation in 1891 of the Public Record Commission. The only duty assigned to this body was that of completing the work, begun some forty years before, of procuring copies of documents relating to South Carolina in the British Public Record Office; but, as this task was being brought to a successful conclusion, the commission called attention to the "scattered" condition of the records in the various State offices and recommended the establishment of a permanent archives agency. The result was the passage of an act in 1894 providing for the Historical Commission of South Carolina. The commission was given authority "to procure such documents . . . as they deem necessary," to deposit them, along with the English transcripts, in the office of the Secretary of State, and to arrange them and make them accessible. This was an important step forward, the first of its kind that I have been able to discover in any southern State; but the experiences of the next ten years showed that serious mistakes had been made in linking the commission with another State agency and in failing to make regular provision for its financial support.

These mistakes were corrected by an act passed in 1905. The provisions of this instrument leave no doubt of the intention of the General Assembly to maintain a full-fledged archives department. This department was to have "the care and custody of all the offi-

cial archives of the State not . . . in current use." In order that these records might be available for research, they were to be concentrated, along with any papers that should be deposited by private owners, in "separate apartments" in the State House under the supervision of a secretary to be employed by the commission. The "diffusion of knowledge in reference to the history and resources of the State" was to be the general aim of the commission, and with this in view it was to collect data, particularly those relating to the soldiers of the Revolution and the War Between the States, to publish "official records and historical materials," to direct the marking of historic places, and to supervise the exploration of "historical remains and Indian mounds."

Originally made up of the Secretary of State, ex officio, and four other citizens of the State appointed by the Governor, the membership of the commission was changed in 1915 to consist of the heads of the history departments in four State colleges, a representative of the United Confederate Veterans, and a representative of the South Carolina Historical Society; and to these in 1930 was added a representative of the American Legion. Apart from this, there have been no important changes in the act of 1905. In most respects this law is adequate; but it may be said, without injury to the feelings of anyone, that the record of the agency that it created perfectly illustrates the well-known fact that to accomplish a purpose much more is needed than an adequate law.

A competent man was appointed secretary in 1905, and he remained in office until 1949. He was given no regular help, however, until 1924, and it was not until almost the end of his administration that he had even the approximation of an adequate staff. The first appropriation to the reorganized commission was $3,500. Twenty years later, in 1925, the amount was only $7,623, and it was 1945 before the figure reached $20,000. The original quarters provided for the archives, though grandiloquently described as "separate apartments," were actually only an office and basement storage space in the State House. In 1936 the records were transferred to the World War Memorial; but it was immediately apparent that the space provided there for the Historical Commission was entirely inadequate, and in other respects the building was not suitable as a record repository. Even in its publication program, upon which great emphasis had been placed, the commission was unable to realize its hopes.

Since the beginning of the fiscal year 1949-50 the commission has been struggling, with every means at its command, to remedy this

situation. The first step was to make a frank confession of its failures. The following quotations from the resulting reports will indicate both the extent of this confession and the nature of the problems which the commission then faced and, to a large extent, is still facing:

With respect to its function as the custodian of all the non-current records of the state it should be pointed out that, while the Commission has taken into its custody great quantities of these records, it has not been able to file and otherwise make accessible a large portion of them, with the result that thousands of documents, particularly those of the period since 1877, are still heaped in great piles on the floor of the War Memorial. Moreover, no systematic effort is being made at the present time to secure the transfer of non-current records from the various state agencies to the Commission.

The Commission feels that it has been more or less successful in performing its duty to collect "materials bearing upon the history of the state." Transcripts have been made of documents in England and in various Federal repositories, especially of those relating to Confederate soldiers found in the latter, and these are being constantly consulted. There are other records to be secured, however, before this duty can be said to have been completely fulfilled. This is particularly true of records in the various counties, notably those in Charleston County which include many state records which were not transferred to Columbia when the capital was moved in 1790.

With respect to its duty to provide for "the orderly arrangement, indexing, and preservation" of the records, the Commission feels that much has been accomplished. The greater number of the older records have been arranged and, in many cases, indexed. It must be admitted, however, that the Commission has been unable to prepare adequate calendars and inventories, thus imposing upon its staff the necessity of enumerating the records from memory for each person who desires to consult them. It is also true that little has been done in the way of restoring damaged records. Care has been exercised to prevent further damage, but, with the exception of a few documents which have been sent to a professional for restoration, virtually no repair work has been undertaken. The result is that a great number of the most valuable records are in a precarious condition, and this problem is aggravated by the fact that they are in a building in which there is no control of atmospheric conditions.

The chief means employed by the Commission in carrying out its duty to provide for the "diffusion of knowledge regarding the history of the state" and to publish "official records and historical materials" has been the publication of original documents and monographic studies. Eighty-six such publications have been issued, but a number of these are little more than slender pamphlets. It has been pointed out again and again that they contain only a small fraction of the records that should have been made available in printed form. Of all the thirteen original states, South Carolina has shown the least interest in publishing its early records.

In marking historic sites and in collecting private papers the Commission has

been less active than in the performance of other duties. It has aided in the marking of certain important places, and its facilities were made available to the Historical Markers Survey while that agency was functioning between the years 1936 and 1948. A few private papers have been committed to its custody, but the Commission has not actively sought this type of records.

In the light of this survey of its activities over a period of more than 40 years the commission has been formulating its program for the future. Naturally, this includes a request for larger appropriations. Believing that the emphasis hitherto placed on history in its title and in that of its executive officer (he has been known since 1948 as State historian as well as secretary) gives the impression that the agency is solely concerned with the promotion of historical and genealogical research, the commission has asked that the agency be named the Department of Archives and History and that its chief administrative officer be called simply the director. It has recommended that the commission be continued as at present constituted. Further in the matter of administrative reorganization, it has asked that the staff, now consisting of eight members, be increased; that the titles of chief clerk and clerks be replaced by more appropriate ones; that the staff be organized in four divisions, namely, administration, reference, preservation and duplication, and publication; that provision be made for present members to receive training for new duties and for future appointees to meet definite qualifications; and that a system of promotion be adopted.

With respect to the problem of space the commission has recommended that an additional building be erected near the World War Memorial and, if feasible, connected with it, in order that the space in the Memorial may continue to be used and that the present advantage of easy access to the State and University libraries may not be lost. To determine as far as possible what should be the size of this building, the commission has committed itself to making a survey of records in all State departments. If the construction of this building is unduly delayed, the commission is prepared to ask for a warehouse in which to store the records that should be accessioned immediately.

To facilitate the use of records already in its custody the commission has undertaken to prepare, and to publish as each part is completed, a series of preliminary inventories, to be followed, it is hoped, by a series of calendars. To make available in the State archives as many of the early local records as possible, it has outlined a plan for microfilming these records. Because private records are now being much more successfully collected than formerly by the

South Carolina Historical Society and the University South Caroliniana Library, the commission has resolved not to compete in this field. With local organizations making some provision for historical markers and the State Highway Department defraying much of the expense, the commission has decided to do nothing at present in this cause but exercise its right to review the proposed inscriptions.

Finally, the commission has resolved to resort to every means that will enable it to increase the number of its publications. Feeling that its failure to publish the early records has impeded the study of State and, in certain respects, national history, and convinced that a good record in publication is absolutely essential if support is to be gained for other features of its program, the commission has announced that it will begin to print a series of bibliographies, a roster of Confederate soldiers, a series of basic documents, a series of illustrated topics in South Carolina history, and, most important, a series to be known as "The Colonial Records of South Carolina," which it is estimated will include at least 40 stout volumes.

This program or parts of it have been in operation for a little more than two years. It is not unreasonable to ask: What has been accomplished in this time?

The annual appropriation has been increased from $22,839 to $38,127, or 67 percent. That not all of this increase is the result of the continuing inflation is indicated by marked variation among the different appropriation items. The amount provided for salaries has been increased 30 percent, that for equipment 310 percent, and that for printing 433 percent.[2]

The question of a change in the title of the department has become entangled with a proposal to unite the Historical Commission with the State Library and is still pending, but the suggested titles of members of the staff have been approved. At least one inequity in the salary schedule has been removed, certain standards have been applied in filling two vacancies, and a step has been taken in the direction of providing training for members already in service.

Better storage facilities have been provided for unarranged records. A system of arrangement by office of origin has been introduced, making more rapid handling possible. The preparation of inventories is being slowly but satisfactorily carried forward. And, thanks to the cooperation of the Genealogical Society of the Church

[2] Since this statement was made, the appropriation for the fiscal year 1952-53 has been approved. The total amount of $53,427 represents an increase of 134 percent over that of 1948-49. The amount provided for salaries shows an increase during this period of 33 percent, that for equipment 2,170 percent, and that for printing 803 percent.

of Jesus Christ of Latter Day Saints, the plan of microfilming county records has been more successful than the commission ever dared hope that it could be. At the close of the last fiscal year the films acquired through the society, plus those obtained from other sources, amounted to 85,300 feet, reproducing 1,073,400 pages of records. These include the greater number of the highly-prized Charleston County archives.

It is mainly, however, upon its work as editor and publisher that the claim of the commission to some accomplishment during the past two years must rest. With the exception of the Confederate roster, a beginning has been made in publishing each of the several promised series;[3] and, in the case of the Roster, one volume will soon be ready for the printer. The bibliographies have proved to be more useful than was expected. The first number is a syllabus for a course in State history. Having been adapted for use with the new history of South Carolina by David Duncan Wallace, it is already being used in several college courses. The second number is a classified checklist of all the printed materials relating to the State, including the printed public records. Among other uses to which it is being put is that of listing the holdings of every South Caroliniana collection in the State according to an arrangement which will eventually approximate a union checklist. These publications, however, are looked upon by the commission as something in the nature of potboilers. Its pride and joy is the colonial records series. The first volume was issued in March of 1951; another is now in page proof. When, and if, this series is completed it will probably be more extensive than that for any other State.[4] Most encouraging with regard to these publications is the fact that they have been in a measure responsible for an increase of 460 percent in the commission's revenue from sales.

The commission has not been able to secure its new building. It is making an appeal for photostatic equipment, a microfilm camera, and a laminator.[5] Whether it will be able to obtain these things and others that are essential to carrying out other features of its program remains to be seen.

[3] The commission has also issued the first number of *A Checklist of South Carolina State Publications*, which it will publish annually until arrangements can be made for its continuance by another State agency.

[4] This second volume was published in January 1952, and the third volume is now in press. Plans for future volumes having been recently approved by the Budget and Control Board, there seems to be little reason to believe that the series will not be completed. It is estimated that the cost of printing will be in excess of $200,000.

[5] The appropriation for 1952-53 provides for the purchase of laminating equipment which, it is expected, will be installed before the fall of 1952.

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The Public Archives of Greece[1]

By PETER TOPPING

University of California: Santa Barbara College

THE establishment of a national archives system in Greece resulted from the initiative of a gifted amateur historian, Giannes Vlachogiannes (1867-1945), and from the sympathetic support of the brilliant statesman, Eleftherios Venizelos, who, when he was out of office late in life, used his leisure to translate Thucydides. The General State Archives (*Genika Archeia tou Kratous*) began to function in Athens in temporary quarters in 1915, and Vlachogiannes, the first director, remained in charge until 1936. Despite a pitifully small budget and grossly inadequate space and staff, the General Archives has managed to collect and preserve a considerable quantity of historical papers, both public and private.

The revolutionary governments of Greece and the administration of Count Kapodistrias (1821-31) kept their accumulating papers in excellent state. But during the reign of the first "King of the Hellenes," the Bavarian prince Otho (1832-62), while current records were preserved, the older archives were confided to the care of the Audit Department (*Elengtikon Synedrion*), which either neglected or dispersed them. Moreover, the mass of manuscripts and documents which Otho's government obtained from the many monasteries it dissolved suffered a like fate at the Ministry of Public Instruction, to whose care they had been entrusted. The governmental authorities during the long reign of George I (1863-1913) were generally indifferent to the need of preserving past collections or establishing a national archives service. Nor did the learned societies show any greater concern. In 1893 the Audit Department, in need of space, decided to sell the revolutionary archives and other materials as waste paper at public auction. A quantity of paper estimated at between twenty and thirty thousand *okas*

[1] The author's research in Greece in 1950-51, of which this article is a partial result, was made possible by a generous award under the Fulbright Act. He wishes to acknowledge the sponsorship and support of his Fulbright project by the Library of Congress and the Committee on Documentary Reproduction of the American Historical Association (Prof. E. L. Erickson, chairman). Members of archives and library staffs in Greece were unfailingly courteous and helpful to him.

(one oka is about 2 ¾ lbs.) was sold. Vlachogiannes, then living in Athens as an impecunious teacher and proofreader, used his meager funds to buy valuable materials antedating Otho's reign. A passionate collector from his student days at the University of Athens, his flair for discovering papers of historical value in family collections, food shops (which used them as wrapping paper), second-hand book shops, and paper factories led to his assembling a fabulous manuscript collection which, after his death, was given by his sister to the General Archives. Today it forms one of the most valuable collections there. Thus, both through his personal collections and through his role in establishing and directing the General Archives, Vlachogiannes' services were inestimable. In addition, he published a notable 10-volume series of documents, journals, and memoirs under the general title *Archives of Modern Greek History.*[2]

The General State Archives legally and financially depends upon the Office of Letters, the Theater, and the Cinema of the Ministry of National Education and Creeds. The director of the Archives[3] is assisted by a consultative committee composed of two professors each from the philosophy and law faculties of the University of Athens, the director of the manuscripts division of the National Library, the director of the Office of Letters of the Education Ministry, and the director of administration of the Interior Ministry. Approval of the Education Ministry is required in connection with questions concerning Archives personnel, acquisition of new collections, publication of blocks of documents, and the like.

The General Archives is the chief depository in Greece of public papers that originate in the various branches of the national government, are worthy of preservation, and are at least 50 years old. The papers date from the revolutionary government of 1822. The chief general classes of materials relate to the Revolution of 1821, the presidency of Kapodistrias (1827-31), and the reigns of Otho and George I. Important special collections include the following: (1) codices of Athenian notaries of the late Turkish and early national periods; (2) the archives of the so-called Mixed Commission, ca. 1830-60, which settled claims relating to the disposal of Turkish

[2] See the memorial issue of the literary journal, *Nea Estia*, Athens, Christmas, 1948, 188 p. Devoted to Vlachogiannes as man of letters, archivist, and historian, it contains an exhaustive bibliography.

[3] Vlachogiannes' successors have been Professors D. A. Zakythinos and N. B. Tomadakis (both now of the University of Athens) and Dr. Emmanuel Protopsaltis, the current director, all professional historians and philologists of the highest competence.

estates in Attica, Boeotia, Euboea, and Phthiotis; (3) *Monasteriaka*, a collection relating to Greek monasteries both within and without independent Greece, mainly in the years 1830-70, which is well indexed by nomes, eparchies, and individual monasteries; (4) the archives of the *Harmosteia Smyrnes*, which contains extensive materials, largely economic in character, relating to the Greek occupation of western Asia Minor, 1919-22; (5) the archives of the Cretan Committee, concerning the Cretan rebellions of the nineteenth century, especially the great rising of 1866-69; and (6) the archives of Vlachogiannes. The contents of the last fall into three groups: (a) original public and private documents, memoirs, diaries, and the like on the Revolution of 1821 and the period preceding and following it, to the end of Otho's reign; these consist of about 300 bundles with chronological and subject-matter indications on each; (b) public and private manuscripts of the same period referring to matters religious, ecclesiastical, philological, artistic, medical, commercial, and geographic; and (c) copies made by or for Vlachogiannes either from documents or from books, periodicals, and newspapers in Greek and foreign languages. These last are classified under such subjects as religion, church, commerce, industry, naval history, regular armies, irregular troops, the language question before 1821, Mani, Ionian Islands, siege of Missolonghi, Karaiskakis, Rhigas, Greek communities abroad, and press and printing establishments. All the Vlachogiannes collection is contained in 140 large metal boxes. Professional historians in Greece consider that through this unique collection, together with his archival publications, Vlachogiannes laid the basis for the writing of an authoritative history of the background of the revolution, the revolution itself, and the reign of Otho.

The General Archives is located in seven rooms in the basement of the building of the Academy of Athens, on Venizelos (formerly University) Street in downtown Athens, near the University of Athens and the National Library. It is open every morning and two afternoons a week and has a small reading room. Its professional staff consists of the director and four other historians or philologists. The government's extreme financial difficulties of recent years has made it impossible to rehire several prewar archives employees, just as it rules out for the time being any solution of the critical problems of additional space, better control of humidity, dust, and insects, and more filing cases and other equipment.

The present staff is too small to work on badly needed finding aids and catalogs or even to arrange on the shelves and roughly

classify a large mass of material deriving from the ministerial archives of the reigns of Otho and George I. The General Accessions Book, which lists by consecutive numbers all the accessions since the opening of the Archives, is of little use to the researcher. The first entry, for example, notes that on March 13, 1915, the archives of the Ministry of Religion, covering the years 1822-59, were received from that Ministry. Obviously such an entry is too general to help the researcher. Entries concerning smaller bodies of material or individual documents or manuscripts accessioned are more useful, however. An incomplete author-subject card index of the General Accessions Book was made by a student employee of the Archives some years ago. Compensating to some extent for the lack of manuscript or published finding aids is, of course, the extensive knowledge of their collections possessed by the archivists themselves, who are most willing to help the native or visiting scholar. This is true especially for any inquiry concerning the revolution. But the archivists are the first to admit the need for scientific finding aids covering all the holdings.

The General Archives and the provincial archives are open to the public and documents can be freely consulted upon authorization of the director. Documents not classified as confidential can be copied, on stamped paper, at the reader's request. Photographic reproduction is permitted, but the General Archives does not as yet have its own reproduction facilities, except for a Leica camera. Arrangements can be made to have microfilming done commercially in Athens or in the manuscripts division of the National Library, which has a Recordak Micro-File machine, Model E. If a researcher takes materials outside of the Archives to be microfilmed he must be accompanied by an archivist.

By statutory requirement private individuals in Greece may not keep collections of manuscripts and historical documents unless they have declared them to the General Archives and the Education Ministry. Indeed, every movement of documents or manuscripts within Greece as the result of sale, gift, or inheritance must be declared within 1 month to the Archives and the Ministry. More than a decade ago the ecclesiastical authorities were required by law to declare all of the collections of the monasteries within 6 months. Upon the death of high civil servants the General Archives may request officials of justice to seize documents of an archival character known to have been in the possession of the deceased. The exportation of manuscripts and public documents of any period is strictly prohibited. Although enforcement of these laws has some-

times proved difficult, especially in the case of some private possessors who have been loath to declare their collections, there has on the whole been satisfactory progress in realizing the aims of the legislation. Gradually the recognition is spreading that the statewide system of archives is the proper repository of the written memorials of the nation's past.

Although the General Archives at Athens has concentrated on national history in the nineteenth century, above all on the Revolution of 1821, it has acquired by gift or purchase a variety of papers pertaining to the Turkish and Venetian domination of Greece. Larger collections in the latter fields, however, as well as much provincial or local material of the nineteenth century, are in the provincial archives. The oldest of all archives in Greece, and in some respects the richest, is the Record Office of Corfu (*Archeiophylakeion Kerkyras*), which can be traced back to 1558. This archives, located in the Palace of SS. Michael and George in the city of Corfu, a historic building which was the seat of the British administration of the Ionian Islands, has much manuscript and documentary material of the Venetian (1386-1797) and British (1815-64) periods. It has the most valuable notarial archives in Greece, consisting of the records of almost 800 notaries from about 1470 to 1866, those "of the country" using Greek, and those "of the city" (of Corfu) using Greek and Italian. A new catalog of this collection, chronologically arranged, with an alphabetical index of the notaries, is being prepared by the director of the archives, Nikolaos Leftheriotis, possibly the last of a superior line of Heptanesian record keepers who were also savants and who not only performed their administrative duties but also promoted letters. Much cataloging of the main collection has been done, but more detailed and methodical subject-matter indexes are needed to promote more effective use of the archives. Some of the prewar catalogs were lost during the German occupation in World War II.

Another important archives in Corfu is that of the Ionian Senate, also housed in the Palace of SS. Michael and George, and dating from 1886. The term Senate as used here refers to the British government of the Ionian Islands; hence this archives contains materials relating to the other Ionian Islands besides Corfu; but it also includes important materials relating to the Russian, Turkish, and French regimes during the Napoleonic era. Some cataloging of these records was accomplished by the early archivists, but modern finding aids are much to be desired. The arrangement of these archives was somewhat disturbed during the occupation in the re-

cent war, so that some parts are difficult of access today. The prewar director, a learned archivist who is a member of the famous Kapodistrias family, served as *nomarch* of Corfu during the occupation and was dismissed from the archives at the end of the war. In 1950 an elementary school teacher on leave of absence from her position was in charge.

The disruption of normal service and the delay in cataloging which these facts suggest are unfortunately duplicated in the case of other archives and of many libraries in war-damaged Greece. Still more unfortunately, irreplaceable archives and libraries have been completely destroyed. Corfu was injured most severely. After the capitulation of Italy in September 1943, in the fighting between the former Axis allies on Corfu, the Public Library of the capital city, containing 70,000 volumes, manuscripts, and works of art, was reduced to ashes. Among the archives burned were those of the Corfu customs, the high court, the Latin archbishopric (whose archives went back to 1537), the Jewish community, the *mont-de-piété*, and the Kapodistrias family.[4]

The Record Office of Corfu depends upon the Ministry of the Interior, while the Archives of the Ionian Senate is attached to the Ministry of National Education. The General Archives has recommended the unification of the two as the Historical Archives of Corfu (Kerkyra), which would be administratively subject to the Interior Ministry and would be under the supervision of the General Archives in regard to such problems as classification, cataloging, and the training of personnel. The record offices of the other Ionian Islands are also subject to the Interior Ministry, as are the archives of Crete and Samos. The other provincial archives — those of Aigion, Chios, the Cyclades (at Syra), the Dodecanese (at Rhodes), Epirus (at Ioannina), Hydra, Kozane, Naxos, Sparta, Spetsai, and Veroia — depend upon the Ministry of National Education but are subject to the periodic inspection and recommendations of the General Archives on matters of archival science. In process of formation are the provincial archives of Macedonia (at Thessaloniki) and Patmos (at the famed monastery of Saint

[4] The archives of the Greek Orthodox community of Ioannina under the long Turkish rule and various manuscripts collected from monasteries of the Ioannina area were destroyed by a direct bomb hit on the private building to which they had been removed for safekeeping when Italy invaded Greece in 1940. The archives of the Russian consulate (1850-1916) of Ioannina were sold as paper by the *oka* when the proprietor of the house in which they were located was ordered by the occupation authorities to vacate the building. Wartime damage to archives in Crete and Cephalonia must also be noted.

John), both of which have similar relations to the Education Ministry and the General Archives. It is beyond the scope of this sketch to indicate the contents of the provincial archives except for the general statement already made about those at Corfu.

The present system of centralized supervision of the provincial archives from Athens works fairly satisfactorily in view of the small size of Greece and affords a continuous opportunity to introduce more uniform and advanced methods of archival science in the provinces. It would work better if there were enough funds to permit the director of the General Archives or his associates to make longer and more frequent trips of inspection.[5] That the quality of the personnel in the local archives is not uniformly high is not surprising in view of the low salaries. Better salaries would attract highly-trained historians and philologists, of whom there is no dearth in Greece. As it is, paid or unpaid amateurs form the staffs of several provincial libraries and archives. Greece has no school of library and archival science. The need for such a school has long been appreciated by the enlightened Office of Letters of the Education Ministry, but again lack of funds has prevented the execution of excellent plans.[6] A very pressing need is for Turcologists to classify and translate documents written in Ottoman Turkish. Most regrettably, much Turkish material was destroyed by the Greeks as they regained such areas as Epirus, Macedonia, and Thrace, which had long been under Ottoman domination — material that would illustrate all aspects of Turkish rule in Greece; but enough has been preserved to constitute important collections at several places, notably Iraklion (Herakleion) and Khania (Canea) in Crete, Thessalonike, and Veroia.

Several historical archives in Athens, public or semipublic in character but outside of the General Archives and its dependencies, may be noted briefly. There is first the historical archives in the manuscripts division of the National Library, which was organized toward the end of the nineteenth century. It is an archives in a broad sense; it has much material in the form of letters and family papers, sources for literary history, and institutional and business archives. In general, it is important for the political and intellectual history

[5] The director in 1948 set out to inspect the archives of all seven of the Ionian Islands, an assignment which required 2 months, but his allowance was used up in 2 weeks in inspecting the Corfu archives alone.

[6] In September 1949, in Athens, a kind of "short course" in library science and problems was held for the first time, under the sponsorship of the Education Ministry, the General Council of Libraries, and the United States Information Service. Seventy-five librarians from various parts of the country were able to attend.

of Greece in the nineteenth century; but also important are the notarial documents from the Cyclades of the sixteenth and later centuries and the collection of letters of the Constantinopolitan patriarchs, of interest for the history of the Greek monasteries under Turkish rule.[7] These archives are well arranged and easily consulted, thanks to a carefully prepared manuscript catalog. A number of large groupings of the documents have been made and are indicated in the catalog by letters or letter combinations. Under each letter the documents are numbered consecutively and their subject matter is briefly indicated. Thus "A 10674-10679" is described as six letters of Kapodistrias and Pozzo di Borgo. Card indexes have been made of some of the large subgroups within group "A." The symbol "AA" designates the collection of tens of thousands of pieces relating to combatants in the Greek Revolution. The historian must consult these papers with caution, however, since they originated as claims for compensation for patriotic services rendered and were presented to an official commission by the surviving combatants or their heirs in the 1860's; but their value for genealogical and place-name research is considerable. They can be readily consulted as to surnames. The symbol "K" designates the archives of the London Greek Committee, bound in 11 volumes, a gift in 1931 of a grandson of the Committee's secretary, Sir John Bowring. Five letters of Byron addressed to Bowring are designated "M21."

The library of the Benaki Museum has a well-arranged collection of documents (about 20,000 pages) which derive from the dispersed archives of the revolutionary and earliest national period, 1822-1832. A considerable part of these archives remains unpublished. They are classified mainly according to year and government department. There is a good manuscript catalog. The archives and collections of the Historical and Ethnological Society of Greece, which contain much valuable material pertaining to the Turkish and national periods, remain inaccessible in the wooden boxes in which they were packed at the start of the past war. At present these boxes are taking up precious space in one of the rooms of the General Archives.

The Ministry of Foreign Affairs alone among the departments of the central government maintains its own historical archives along with current papers. Its collections, dating from 1821, can be consulted on permission of the director of the archival section. An archivist from the General Archives has for some time been at

[7] Many of the patriarchal letters have been published.

work classifying ministerial documents of the nineteenth century. Some of the papers of the Foreign Ministry were tampered with by German occupation authorities and certain documents were removed to Germany; they were found there by American forces and eventually, in part at least, were returned to Athens via Washington, D. C.

The public archives of Greece are not the most modern in Europe, but that they exist at all in view of the great poverty of Greece and the nation's terrible vicissitudes in this century is one more testimonial to the vitality of the Greek people and their devotion to things of the spirit and the intellect. The foreign scholar wishing to consult the Greek archives is assured of the warmest welcome and of every possible assistance from their staffs.

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One Solution for the Map-Handling Problem

By J. FRED WINKLER

National Archives

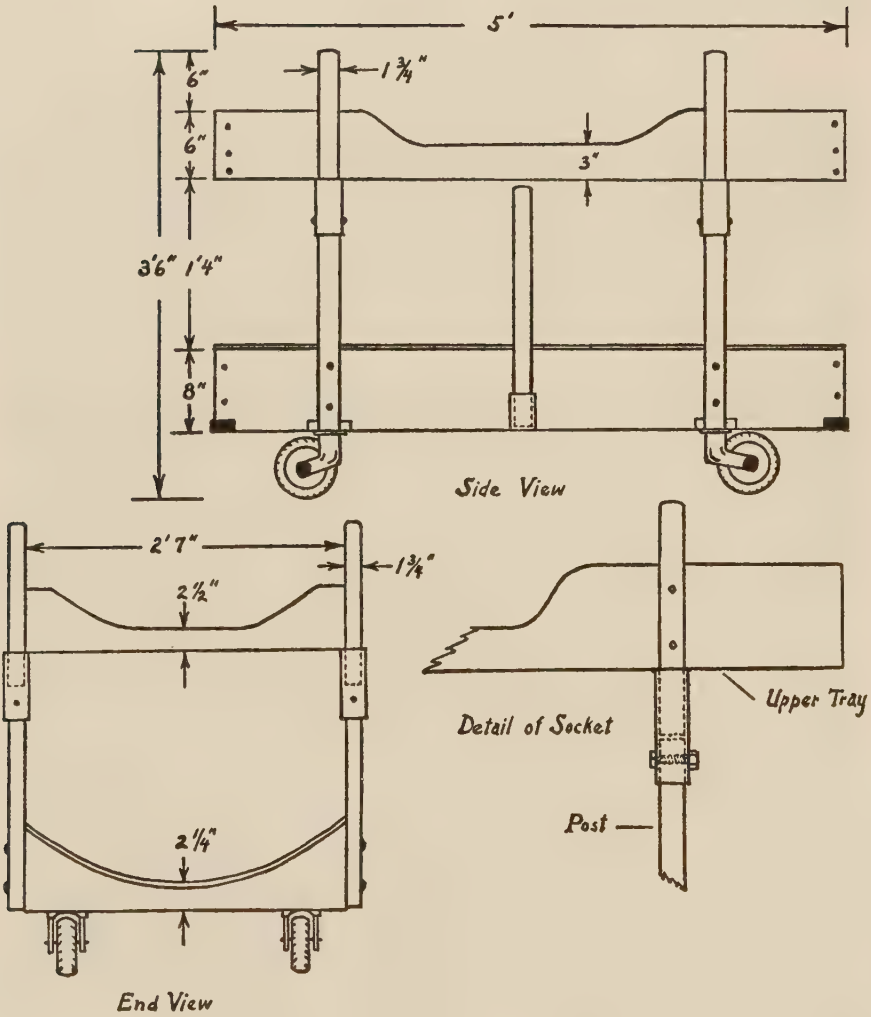
THE physical handling involved in moving map records to and fro during the normal activities of preserving, filing, and searching them presents a problem to all archivists.

As a solution to the problem the Cartographic Records Branch of the National Archives has designed and built a truck better suited to carrying a wide variety of map items than is the ordinary library book truck, which tends to be top-heavy and too narrow to hold large, brittle sheets and long rolls. Because of the generally fragile condition of most of the earlier map records, their awkward size, and their frequently awkward bulk, it was felt that the new truck would have to be of such proportions as to cradle safely sizeable numbers of the records, no matter in what form, while in transit between the stack areas and the office search room.

Maneuverability, over-all size, adaptability, and ease of manufacture had to be considered in designing a suitable truck. Both stationary (rigid) and swivel wheels were available from a previous project in the carpenter shop of the National Archives. Two trucks were built, one with all four wheels swiveling, the other with a rigid wheel at the center of each side and, as in the conventional library book truck, one swivel wheel at each end. In actual use, the latter type can be controlled better on straight courses, and the former is better suited for turning tight corners.

In arriving at workable dimensions for the width and length of the trucks the doorways and aisles that would be used then and in the forseeable future had to be considered. So also did the factor of design simplicity, because the carpenter shop of the National Archives was to construct the trucks of easily available wood and hardware. The various types of archival record that the trucks were intended to transport dictated the general form evolved, with modifications prompted by experience on the part of the carpenter.

The accompanying sketch illustrates the features incorporated in the finished vehicle. As will be seen, the upper flat-bottomed tray is removable and is footed for easy lifting from the floor or other


5'
6"
6"
3'6" 1'4"
8"
1 3/4"
3"
Side View
2'7"
1 3/4"
2 1/2"
2 1/4"
End View
Detail of Socket
Upper Tray
Post

flat surface. The feet hold the tray on the chassis by fitting into metal sockets fastened to the lower unit. The lower shelf is a curved sheet of Masonite or composition board, to support large items in narrower space than would be possible if they were carried flat and to accommodate large rolls that might slip off a flat-surface. Fixed side braces support the upper shelf or tray and also serve, with the aid of removable center guards, to hold in place any items on the lower shelf that might tend to shift in transit.

Figures for the amount of material used in making the two trucks are given here, together with approximate costs. The cost of man-hours (49), which varies in different localities, is not included.

8 casters	$28.00
30 board feet of 1 inch poplar	11.00
25 board feet of pine shelving	10.00
40 square feet of Masonite board	2.80
2″ x 2″ scrap lumber for posts	.00

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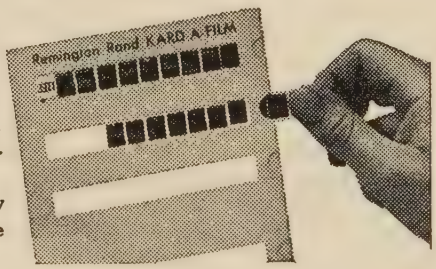

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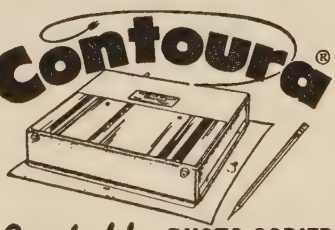

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A New Consideration for the Archivist[1]

By MORTON BORDEN

The City College, New York

THE most modern researcher no longer arrives at a library burdened with a typewriter, grosses of filing cards, scores of sharpened pencils, and other paraphernalia. No longer does he spend months copying documents at one archival establishment. No longer are his fingers tired, his eyes bleary, his body exhausted.

This new researcher carries a Contoura Photo-copier and photographic paper in one briefcase. At a rate of ten seconds each, he records with precision and completeness all the documents he needs. Instead of months in each library, he spends days. Instead of being fatigued and weary, he feels comparatively relaxed at the close of a day's work.

This new technique amazes librarians, archivists, and fellow researchers who are unacquainted with a Contoura. They approach distrustfully, inquisitively, skeptically, disdainfully, timidly, inquiringly — but one and all fascinated. Does it really take pictures? Is it hard to operate? Is it expensive? Will it injure the manuscripts? Can it be used in all libraries? I have had the pleasure of answering these questions and scores of others, at libraries and archives in Washington, D. C., Baltimore, Dover, Wilmington, Philadelphia, and New York. It does take pictures, it is easy and cheap to operate, it does not harm the documents. Unfortunately, it cannot be used in all libraries.

The Contoura user merely requires an electrical outlet, a.c. or d.c., a table upon which to work, and a room with subdued lighting. (He does not need a darkroom, though it is desirable. Fluorescent lights, of any sort, cannot be used.) Here he can photograph, quickly and easily, all that he needs: letters, newspapers, official documents, pamphlets, and so forth.

[1] The Contoura Photo-copier, advertised elsewhere in this issue, presents new problems for consideration by librarians, archivists, and manuscript curators. An experienced Contoura user himself, Mr. Borden submitted this article to the editor of the *American Archivist* in the hope that its publication might smooth the way for his fellow students who wish to use Contoura in their research. Publication of the article does not, of course, constitute endorsement of Contoura by the Society of American Archivists.

Since the device is new, these facilities are sometimes unavailable. It becomes necessary for the researcher to discover utilizable working space. He will occasionally find himself in strange corners. At the Manuscript Division of the Library of Congress, for example, I was placed in the microfilm reading room. In the Newspaper Division of the same library, because the Contoura requires an electrical outlet, I was set off to one side, near Orientalia. The State archivist at Dover allowed me the use of the photographic laboratory. This was ideal. At the Maryland Historical Society I was placed in the "vault." Such a location may constitute a danger to the Contoura user. There I became absorbed in my work and lost track of time. The busy library staff forgot me as they closed the library. Even the janitor overlooked me. Other libraries, not practicing segregation, allow the Contoura user to associate with ordinary researchers employing typewriter or pencil.

Permission to use the Contoura was easily obtained in most libraries. At the National Archives telephone conversations with appropriate officials resulted in permission to photograph any unrestricted material. In local libraries a demonstration of the machine usually resulted in approval. The library staffs who refused permission mentioned their own photographic-duplication services. They feared that if they allowed researchers to use Contouras their own business would decrease.

Archivists and librarians must reorient themselves in dealing with Contoura users. This new species of researcher poses new problems. For example, the "old-style" researcher will spend hours and days over a few volumes. Most of this time is consumed in taking notes. With a Contoura, the documents are photographed in minutes. The "new-style" researcher, therefore, is continually requesting more material. The resulting problem for the librarian is to meet the rapid turnover of material. Librarians have made these remarks to me: "Oh! You couldn't possibly have finished all those volumes already!" "More material again? I've just given you some!" While the Contoura user is relaxed at closing time, the poor archivist is tired from bringing him documents all day long.

After the library closes, more work begins for the Contoura user. He must now develop his exposed paper. Chemicals are purchased at any photographic shop and mixed according to simple directions, and the prints are developed. If there are any failures in photography, he merely rephotographs those particular documents.

Before the advent of the Contoura, the weary researcher often balked at copying long passages. His fatigue sometimes robbed him

of necessary material. This caused time-consuming return visits. The Contoura user has no such problem. He is willing to take another ten seconds to photograph any material he may possibly need. To those opposed to any newfangled devices, the Contoura machine is a poor substitute for the traditional techniques of research. If you use the Contoura, they assert, you cannot immerse yourself in the material. This is fallacious, for the Contoura gives you the original document in its entirety. At home, you have the source material, instead of notes, to peruse at your leisure. One of these skeptics hovered about me at the National Archives, while I was working with the Contoura. He asked many questions concerning its operation and cost. Finally he inquired about the purpose of my research. I explained that it was for my Ph.D. dissertation at Columbia University. He snorted, "They ought to grant the degree to the Contoura!"

Probably the Contoura will receive no academic degrees. It is, however, becoming increasingly popular among researchers of all sorts. These researchers must always look to the archivist for aid, and today such aid should include facilities for the Contoura user.

Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives
Washington 25, D. C.

Lincolnshire Archives Committee, Archivists' Report, 1948-1950, by Joan Varley, Archivist, and Dorothy M. Williamson, Assistant Archivist, Lincolnshire Archives Committee Incorporating Lincoln Diocesan Record Office, Exchequer Gate. (Lincoln [?] Printed by Nottingham Printers Ltd., Stadium Works, Basford, Nottingham, 1950[?] Pp. 67.)

Lincolnshire Archives Committee, Archivists' Report, 1950-1951 . . . (Lincoln [?] Printed by Stamford Mercury Ltd., 62 High Street, Stamford, 1951 [?] Pp. 62.)

To borrow from the imagery of Lanier's "Marshes of Glynn," the farms and the wolds and the fens of agriculturally rich Lincolnshire publish themselves to the sky and offer themselves to the sea along England's eastern midriff from the Wash to the Humber, an administrative expanse broader in area and more fertile of soil than our own seaboard Delaware. Lincolnshire is the second largest English county, yet its total population does not reach three quarters of a million inhabitants. The most populous city, a newcomer on the scroll of the centuries, is the prime fishing port of Grimsby, home of a hundred thousand persons. At the back of the county, away from the sea, presided over as it were by a famous cathedral, stands ancient, resolute Lincoln, now approaching seventy thousand people. Among lesser boroughs are such places as Grantham and Boston, the latter more picturesque than presumptious.

Lincolnshire is divided governmentally into the Parts of Lindsey, the Parts of Kesteven, and the Parts of Holland, each with its own county council and its own tradition, not at all times enviable, of local record keeping. Kesteven, however, has had intelligently planned archival quarters at Sleaford, 18 miles from Lincoln, since 1838. At the time the latest of these pamphlets appeared, the officers of the Lincolnshire Archives Committee consisted of a committee clerk and a treasurer, both located at Sleaford, and an archivist and an assistant archivist who operate in and from the Lincolnshire Record Office, a sort of archival holding company which evolved as lately as 1947 from the well administered Diocesan Record Office, which the newer office incorporates yet supplants at Exchequer Gate, Lincoln. Proportioned on the over-all tax valuations of the constituent authorities, the Lincolnshire Archives Committee consists of 15 representatives, 7 from the Lindsey County Council, 3 — including the committee chairman — from the Kesteven County Council, 2 from the Holland County Council, and 3 from the Lincoln City Council. Five of these committeemen serve on a Technical and Advisory Sub-Committee to which belong also the Custos Rotulorum and single representatives of the Bishop of Lincoln, Sheffield University, the Dean and Chapter of Lincoln, Nottingham

University, University College of Hull, University College of Leicester, the Lincoln Record Society, the Lincolnshire Law Society, the Lincolnshire Archaeological Society, the Lincoln Diocesan Registrar, the Kestevan County Librarian, the Lincoln and Holland County Librarian, and the Director of Lincoln Public Library.

The first of these well-sheathed pamphlets contains two reports, one for the period July 1, 1948-March 3, 1949, at pages 3-31, and one for the year, April 1, 1949-March 31, 1950, at pages 32-67. The period covered in the second of the pamphlets is only the approximate year, April 1, 1950-March 12, 1951. Together the publications give Lincolnshire the printed benefit of three years of hard archival work, providing an initial catalog to what records of the constituent authorities, private individuals, and cooperating institutions or agencies, are available, and what conditions of preservation prevail. The goal of the Lincolnshire Archives Committee is a central repository, planned to occupy the old prison at the Castle in Lincoln. That Joan Varley as archivist and Dorothy M. Williamson as assistant archivist are doing their full part toward reaching the goal is evident from the former's instructive article in the sixth issue of *Archives*, Michaelmas 1951, and from these reports, which reveal the complex scope of the intermediate inventorying now being cooperatively pursued in Lincolnshire.

H. B. Fant

National Archives

The Hotchkiss Map Collection. A List of Manuscript Maps, Many of the Civil War Period, Prepared by Major Jed. Hotchkiss, and Other Manuscript and Annotated Maps in his Possession, compiled by Clara Egli LeGear. (Washington. Library of Congress, Reference Department, Map Division. 1951. Pp. 67. Index. Processed. $0.60.)

This list of the maps and sketches that form a part of the Hotchkiss Map Collection acquired by the Library of Congress in 1948 presents in a generally chronological order annotated descriptions of some 341 titles. The maps, sketches, and related items reflect the varied activities of Maj. Jedediah Hotchkiss, onetime Confederate topographical engineer on Gen. Stonewall Jackson's staff, consulting engineer, surveyor, historian, and educator.

The material recorded in the publication well illustrates two sides of Hotchkiss' versatile mapping ability: the one, purely military in nature, producing upon demand and under adverse conditions detailed sketches of terrain and plans of military campaigns and battlefields as well as more general delineations of larger areas; the other, civilian in character, producing the postwar maps of the surveyor, historian, and consulting engineer. With Hotchkiss' own manuscript drawings, compilations, and published maps the list notes others drawn under his direction during the war years and in later civil life.

The list is logically arranged under two headings. The first, consisting exclusively of Civil War maps, comprises field sketch books, an Atlas of the Second Corps, general maps, county maps, and campaign and battle maps. The second grouping, of general maps, geological maps, and maps of mining prop-

erties, railroads, counties, real property, and the like, pertains, as does the first, principally to the Virginia and West Virginia regions during the critical 1861-65 period.

The list has been carefully arranged under appropriate headings and supplies the title or descriptive title of each map, its date, the regions or localities covered by it, its scale and size, and informative remarks on its content and method of delineation, i. e., whether it is a pencil sketch, a manuscript "fine drawing," a published map, or an annotated map. Attention is also called to those maps of which Hotchkiss furnished copies for publication in the *Atlas to Accompany The Official Records of the Union and Confederate Armies* (Washington, 1891-95). The list reflects the painstaking care and thoroughness with which Mrs. LeGear has analyzed, arranged and described the undoubtedly complex assortment of cartographic material represented by the acquisition.

The foreword by Willard Webb presents a thumbnail historical sketch of Jedediah Hotchkiss' activities as topographer and engineer in the service of the Army of Northern Virginia. Mr. Webb rightfully considers the Hotchkiss collection significant source material for the history of the American Civil War. This is particularly true because it serves in part as a substitute for the so-called "lost war maps of the Confederates," which were placed on an archives train bound for Raleigh, N. C., when Richmond was evacuated in April 1865, the fate of which has since been a matter of conjecture.

J. Fred Winkler

National Archives

Erhvervshistorisk Årbog Meddelelser fra Erhvervsarkivet III 1951 (Aarhuus, Denmark. Rosenkilde og Bagger, 1951, Pp. 110).

This is the third yearbook of the Danish Erhvervsarkivet (Business Archives) of Aarhuus, Denmark. It contains five interesting, informative articles and a short report of the archives for the year ending March 31, 1951. The articles, all based on archival material, have a wide subject range. The first is an installment, hitherto unpublished, of the memoirs of Luis Bramsen (1819-1886), who from a modest beginning as an importer of Cuban cigars became a prominent Copenhagen capitalist and the founder of an important Danish fire-insurance company. The next three articles treat, respectively, of the growth of the Danish consular system from the initial consulate set up at Amsterdam in 1683 to the consulate established at New York in 1806; of the salvaging of the stranded English schooner *Enterprize*; and of the Danish chemist, Harald Faber, who spent 43 years in England battling for the Danish butter industry against the all-too-prevalent practice of palming off margarine as "pure, Danish butter."

The fifth article, however, may be of greater interest to the professional archivist, since it describes in detail the Central Archives of the large Holmen Industries at Norrköping, Sweden. The Holmen domain, which strongly suggests the Dupont empire in the United States, originated in 1625 with the manufacture of weapons but soon branched out into paper, ships, textiles, and

metal products. The Central Archives dates from 1948. Its older documents are fragmentary, in part because many items were destroyed by fire and in part because former executives, like certain American officeholders, considered the firm's records as their private papers. Accessions of the more recent records are made in accordance with varying time schedules. Apart from purely archival material, the Central Archives has microfilm copies of many pertinent items in other depositories as well as a considerable collection of photographs of Holmen personnel, plants, and machines. The Central Archives also seeks to insure the orderly disposition of its current files. Two types of paper stock are prescribed: one for documents to be kept permanently and the other for documents to be destroyed after 10 years. Duplicate documents are systematically discarded, and special photographic copies are made of important records. The Central Archives has its own sturdy stone building, which even includes three overnight guest rooms for visiting researchers.

The closing section, a brief annual report of Erhvervsarkivet, tells of its move into new quarters at the University of Aarhuus and of concurrent efforts to improve the arrangement of its holdings. During the year this archives received a total of 7,598 volumes and packages of an archival nature. The accretions came from such varied sources as banks, mercantile establishments, and tobacco manufacturers. The personnel situation has remained tight. Helpful financial support has been received from both governmental agencies and private organizations. Altogether, this slender volume gives promise of continuing progress by a comparative newcomer in the field of business archives.

HAROLD LARSON

Air University Historical Liaison Office

Annual Report of the Public Archives Commission, State of Delaware, by the State Archivist for the Fiscal Year July 1, 1950, to June 30, 1951. (Dover, Delaware. Hall of Records, 1951. Pp. 89.)

Sixteenth Annual Report of the Archivist of the Hall of Records, State of Maryland, for the Fiscal Year July 1, 1950, Through June 30, 1951. (Annapolis, Maryland. Hall of Records, 1951. Pp. 56.)

Readers of these two reports will be impressed again with the wide range of activities required of the relatively small staffs of these agencies and with their substantial accomplishments in a variety of areas. A large part of the Delaware publication, for example, consists of the first annual report on the new State Museum, which was dedicated and officially opened on December 15, 1950. During the year under review, much of the time of the archives staff was devoted to supervising the restoration and conversion of the eighteenth-century Old Presbyterian Church and Chapel in Dover, to the recruitment of a museum staff, and to the planning, collection, and arrangement of a most impressive group of exhibits to "tell Delaware's story." There is no evidence, however, that this work has interfered with the normal activities of the archivist and his staff. The report describes notable progress in classifying or indexing records (Sussex County Court of Chancery files, 1850-80, World War II veteran's separation forms, manuscript laws and enrolled bills, library

accessions, and clipping files); in repairing and mounting documents and herbarium specimens; in collecting genealogical data from Bible records, deeds, and Chancery Court papers; in filing State building plans and deeds to State property; in preparing for publication a second volume of the *Calendar of Ridgely Family Letters, 1742-1899*; in collecting material for a Delaware World War II history; in erecting or replacing historic markers; and, of course, in accessioning archives, museum articles, manuscripts, and books through transfer from State agencies, purchase, or gift (detailed lists are included). Under "Public Records Administration" is given an account of extensive and varied projects for microfilming public records in the field, either to provide security copies for the archives (about 600,000 exposures) or to make possible the destruction of bulky originals (about 1,000,000 exposures). A list of records authorized for disposal without filming is also included. (Is it necessary, though, to report in thousandths of cubic feet?)

The Maryland report devotes proportionately more space to the familiar and basic functions of the archivist — accessioning, disposal, scheduling, and "circulation" or reference. Under the latter head there is included an interesting list of all series for which more than 20 inquiries were received; by far the most popular collections seem to have been the main wills series and the wills and deeds collections for the various counties, with accounts and inventories running next. Mr. Radoff reports with understandable pleasure that the retiring Governor of Maryland, like his predecessor, agreed to leave his public papers in the custody of the State and that half of them have already been accessioned. Lists of archival accessions from public and private sources respectively reveal the receipt of many valuable items, including old wills from St. Mary's County, some dated in 1658, and the papers of the Rev. Bartholomew Booth, containing a 1779 Benedict Arnold letter. Other activities carried on during the year included the microfilming of recorded wills in the County Registers of Wills offices, the publication of an additional volume in the "Rainbow Series" of calendars of State Papers, the collection of a file of printed reports of State agencies, the indexing of genealogical materials, the repair and lamination of nearly 30,000 pages of documents, and the photostating of about 5,500 pages of county land records dated prior to 1788. The scheduling and disposal work inaugurated under new authority in 1949 continued with reasonable effectiveness, although Mr. Radoff makes the wry comment that "one agency did abandon its efforts to dispose of records when informed of the steps necessary to accomplish its purpose."

In truth, the path has not been entirely smooth and the prospect is not completely rosy in either State. In Delaware there were some worried moments when a bill passed the Senate that would have incorporated the archives into a proposed new Department of Administrative Services, but it did not become law. Mr. de Valinger finds, too, that storage space is diminishing and consideration must soon be given to this problem. In Maryland, Mr. Radoff comments that the rapidly developing records management program, productive though it has been, has already outstripped the capacity of his staff and storage facilities; he feels he must have more personnel and more space if he is to

continue this work. There is a need, also, for greater and more clearly-defined authority in this field, particularly with regard to the control of microfilming projects and the resulting disposal of records.

Problems indeed remain, but the unflagging zeal and enthusiasm evident in both these reports give promise of additional accomplishment in the future.

ROBERT CLAUS
United Nations Archives

A Guide to the Microfilm Collection of Early State Records. Supplement, prepared by the Library of Congress in Association with the University of North Carolina. Collected, compiled and edited by William Sumner Jenkins. (Washington. Photoduplication Service, Library of Congress, 1951. Pp. xxiii, 130, xviii. Paper covers. Processed. $3.00.)

The major volume of this *Guide*, which appeared in 1950 and was reviewed in the *American Archivist* for July 1951, promised this supplement covering classes L (local government records), M (records of American Indian nations), N ("official" newspapers), R (rudimentary States and Courts), and X (miscellany). As the editors point out, they have hardly made a beginning on class L. The New England towns are represented by a film of five common printed items which could only have been chosen because they happened to be at hand when there was a bit of film to be used up. Many New England towns have manuscript volumes of records dating back two or three centuries, unbroken by revolutions or fundamental changes of form, showing sometimes the election of men of a dozen successive generations to the same offices and responsibilities. They are a mine of material for social history that ought to have had priority in this project. An equally important and neglected source is the county court records. This collection now covers for all New England only one year of one county court. And, of course, the importance and the physical problem of the county records becomes greater as one moves west and south.

In class X the major collections of American broadsides have been filmed, a very important segment of the project because so many of these are unique. Because the films by necessity run by collection, the use of them will require much searching. This could well be the point at which to begin a major job of film editing. At many points in this supplement, as in the original checklist, brief editorial notes would be a great help. The ordinary student is not going to realize, for example, that the film of the Massachusetts "Journals of the Assembly" (miscalled because of the PRO entry) in the *Supplement* contains the earlier years of the Journal of the House of Representatives (properly so-called in the *Guide*). But without doubt the committee in charge of this project is even more aware than the casual users of the *Guide* and *Supplement* that experience has pointed out possible improvements. Fortunately the character of the microfilm collection is such that second thoughts and convincing criticisms can be acted upon without upsetting work already done, and no doubt there will be many revisions of the *Guide.*

CLIFFORD K. SHIPTON
American Antiquarian Society

The Principles of Archive Repair, by Roger Ellis. (London School of Printing and Graphic Arts, 1951, Pp. 8 [9].)

In this brief paper the author limits his remarks to considerations of time-tested methods and materials of archives repair. His appeal is also restricted in the sense that his statements were primarily made for the benefit of a few, for he was addressing those about to begin a prescribed course in the repair and preservation of archival records. In other words, he had to talk down to some degree. In one respect, his paper is a kind of sermon. He repeatedly stresses the evidential character of archives, attempting to burn into the minds of prospective repairers that no repair must ever be made which would in any way alter, however slightly, "the vehicle of evidence." He warns the repairers-to-be of the hazards of keeping too close company with the chemist, who has bad ideas and who might influence the archivist to use a repair material with an unpredictable future behavior. All of this makes a good deal of sense, and even good reading for the archivist, particularly when phrased in with such dignified and non-prosaic sentences as, "But if the soul of archives resides in their evidential quality, they have also bodies which are hardly less important," and "How, then, do these qualities of the archives, spiritual and corporeal, affect its repair?"

Quite admirably, Mr. Ellis cites three fundamental rules which the repairer must obey in his craft if the integrity of archives as materials of evidence is to be preserved. They are worth quoting here, and warrant bearing in mind by all who have responsibility for the welfare of archival holdings:

1. As far as possible, to replace missing material with new material of the same kind;
2. To leave the nature and extent of his repair unmistakably evident;
3. Never to do anything which cannot be undone without damage to the document.

Since literally millions of documents have been so satisfactorily preserved by the process of lamination in this country within the past ten to fifteen years, and more recently in several foreign countries, the author might have done more than leave the subject for passing notice in the final paragraph of his paper. And the one example he mentions as possibly lending itself to treatment by lamination leaves the reader without a clear understanding of his views on the process. He states that lamination, like all new methods, deserves careful study before use on huge quantities of modern documents. Since today's modern documents will be tomorrow's older ones, it is not easy to understand why the author draws such a distinction.

ALVIN W. KREMER

Library of Congress

Guide to the Illinois Central Archives in the Newberry Library, 1851-1906, compiled by Carolyn Curtis Mohr. (Chicago. The Newberry Library, 1951. Pp. xvi, 209. Processed.)

This *Guide* will be very valuable to scholars working in railroad history or studying the development of the region served by the Illinois Central. The records deposited by that railroad in the Newberry Library comprise "some

400,000 letters, 126 bound volumes of account books." A useful feature of the *Guide* is the inclusion of description of materials to 1906 that still remain in the company's custody; such series — more than 300 — are indicated by asterisks and may be used in the General Offices of the railroad. They consist chiefly of papers of the Land Department and minutes of the Board of the Illinois Central and boards of subsidiary railroads, including dockets of papers considered at board meetings. (A carping critic might suggest either dropping "in the Newberry Library" from the title of the *Guide* or listing materials not in the library separately as an appendix.)

The inventory proper occupies 137 pages of the book. In it the records are divided into main groups numbered as follows: 1, letters by officials; 11, letters by office; 2, reports, legal; 3, minutes, board papers; 4, securities; 5, accounting; 6, southern lines; 7, Land Department records; 71, land companies; 8, other roads; and 9, other organizations. The above titles have been taken from the text of the *Guide*; four of them vary from the listing in the table of contents. Group 1, letters by officials, is perhaps better described in the contents, as letters by individual writer or recipient, and the insertion of a comma after "letter" would have prevented possible misreading.

Under these large groups the series are identified by further numerical and alphabetic symbols so that the result is, as the introduction notes, "a combined catalog and *Guide*." Each series heading gives inclusive dates and the quantity of material, by volumes, bundles, or boxes, and is followed by an annotation, often surprisingly detailed, further describing the content of the series and, in the case of letters, giving their approximate number. If there are gaps in a chronological series or missing volumes in a series of numbered volumes, that fact is duly noted.

The *Guide* contains as appendixes an "index by decade and by type of material," listing records for each decade under the applicable main headings described above; chronological lists of the directors and officers of the railroad; and a list of maps. The 27-page index that follows the appendixes seems adequate and has the unusual feature of identifying the personal names by occupation and approximate dates for the documentation involved. This device was presumably adopted to save space in the series annotations, where the names occur only with initials and are not otherwise identified.

Altogether, this *Guide* is a workmanlike, thorough, and satisfying piece of work.

Elizabeth Hawthorn Buck

National Archives

Inventaris van het Archief der Familie de Preudhomme d'Hailly en der Aaverwante Families, by J. Buntinx. (Brussels. Archives Generales du Royaume, 1950. Pp. 99.)

In the present volume Mr. Buntinx, who is favorably known as the author of an excellent monograph on fourteenth-century Flemish institutional history, provides us with an inventory of the Preudhomme d'Hailly family archives, which have been kept at the State Archives in Ghent since the end of World

War 1. The archives include the records of over 40 other families that in the course of time became related by marriage in the Preudhomme family. Most important among these are the Dammans of Ghent and the family D'Ognies de Courrières, which had extensive properties in northern France. These families, while respected in their day, appear to have achieved little more than local prominence. The records that they left behind, which date mostly from the sixteenth, seventeenth, and eighteenth centuries, are primarily concerned with the management of family estates and other personal matters. Hence the collection is likely to be of little interest to others than genealogists and local historians.

In describing the collection Mr. Buntinx has followed the example set by other Ghent archivists in the description of family archives and has divided the documents into two main groups: those pertaining to persons and those pertaining to properties. The former are arranged in chronological and the latter in geographical order. The few documents which do not fit into either category are listed separately in an appendix. A genealogical table and an index of persons and places enhance the usefulness of this inventory.

W. H. Wabeke

Washington, D. C.

Letters of Benjamin Rush, edited by L. H. Butterfield. Volume I, 1761-1792. Volume II, 1793-1813. (Philadelphia: Published for the American Philosophical by the Princeton University Press, 1951. Pp. lxxxvii, 1295. $15.00.)

This edition of Rush's letters, thanks to Dr. Butterfield's meticulous scholarship, is a significant addition to Rush materials already published: Goodman's book of 20 years ago and the autobiography edited by George Corner for the American Philosophical Society. Outranked in fame by a fellow-Philadelphian, Rush appears almost as "the man of the century" when one surveys his career as a doctor, reformer, philosopher, and, as here, commentator. The letters give the whole picture, however, and one need read no more than the 1200 odd pages here to know about his signing of the Declaration of Independence, his founding of the first American hospital, his fight against yellow-fever, intemperance, and tuberculosis, and his career (among many other activities) as director of the Mint.

Only a glance at this edition is needed to appraise the careful but not pedantic work of the editor. Thoughtfully avoiding a cluttered page, the scholar has placed his notes after each letter, with the result that the entire book may be read through without any aid but that given by Rush himself.

The many excellences of the book, including the care in selection of the eighteen illustrations, tempt one to digress. Such comment is, however, more appropriate for a review in a historical journal. This reviewer prefers to call attention to six pages of the introduction, entitled "Scope and Method," a section of prime interest to archivists in smaller institutions who are faced with a publication problem. Very few tools exist for them and books from which to cull examples of the "good way" are rarely available. One may say unre-

servedly that if the principles laid down in pages lxxiv to lxx of his work are absorbed, little else is needed as guide.

Dr. Butterfield makes no such claim for himself; he merely gives a very clear account of how he went to work in preparing Rush's letters. The proposal for a "union catalog" to cover Rush's letters is one that can be imitated for any man, however small in stature as compared to Rush, and at any place. Equally commendable is the regulation that if any letter contains a single sentence with "significant datum," the whole letter is to be printed. "Oddities, inconsistencies, and errors transferred from manuscript to printed page cause more distraction and more false effects of quaintness than they are worth as clues to the writer's meaning or feeling," says Dr. Butterfield. It is good to have this quotable bit to oppose the "y^{e}.-school" of editors, fortunately a vanishing race. A list of Rush's oddities in spelling is given, thus making unnecessary an attempt to follow slavishly the holograph in each letter. Superscripts are eschewed, another blessing of modern scholarship. Annotations follow a sensible rule; for, as Dr. Butterfield says, it is true that "the only way one can pay one's predecessors is by helping one's successors." As is always true in a well-edited work, it is almost as much a pleasure to read the notes alone as to read the original text. Such felicity is not possible to every editor, but few they are who cannot gain by a study of Dr. Butterfield's explanation of his methodology.

Roger Thomas

Maryland Hall of Records

News Notes

MARY C. LETHBRIDGE, Editor
Assisted by ROY HART, *National Archives*

Department of State
Washington, D. C.

SOCIETY OF AMERICAN ARCHIVISTS

The secretary reports that the following persons or institutions have been accepted by the council as members of the Society: Terry Beach, William Benedon, M. L. Clifton, Madeline C. Felix, Jason Horn, Vasant Gorind Joshi, Woll G. Robinson, Mohammed Nuras Saffa, Vernon V. Santen, Darell C. Swinney, R. K. Waldron, W. S. Wallace, Peter Walne, and the University of Toronto Library School.

Additions or changes should be made in the previously published list of committees, as follows:

Committee on College and University Archives: Rev. Henry J. Browne, chairman; Jacqueline Bull, Edith M. Fox.
Joint Committee on Historical Manuscripts: Philip C. Brooks.
Committee on Institutional and Business Archives: Irving C. Zitmore.
Committee on Membership: Henry E. Edmunds.
Committee on Local Arrangements, Sixteenth annual meeting: Thomas D. Clark, J. Winston Coleman, Mary H. Cooper, Mrs. Hammond Dugan, Mrs. Hazel Farris, Ezra L. Gillis, Bayless Hardin, Virginia Hayes, Roemel Henry, Roscoe Pierson, Lawrence Thompson, Polly Warren.

Everett Eugene Edwards, Department of Agriculture historian and editor of *Agricultural History*, died recently. Mr. Edwards was a valued member of the Society of American Archivists for many years.

The Society's Committee on International Relations reports that it is prepared to act as a central point of information about foreign archival institutions or conditions in them, to write letters of introduction, to help plan itineraries, and to assist in similar ways members of the Society and other American archivists who plan to go abroad for professional reasons. The committee hopes that returning travelers will send to it any comments, notes, reports, and the like, which the travelers believe will be helpful to others. Thus the committee may assist in giving such information wider distribution than it otherwise might receive.

Dr. Lester K. Born, chairman of the International Relations Committee and author of an article in this issue, is also the author of an interesting and useful article entitled "A Synthesis on 'Microfilm' at the Library of Congress," published in the *Journal of Documentation*, 8: 1-13 (Mar. 1952).

INTERNATIONAL COUNCIL ON ARCHIVES

The Executive Board of the International Council on Archives held its annual meeting at the National Archives in Washington on April 9-11. In

attendance were M. Charles Braibant, Director of the Archives of France and President of the International Council; Dr. Lester K. Born, Special Assistant on Microfilm Program at the Library of Congress and Council Secretary General; Dr. Purnendu Basu, on leave from the National Archives of India to serve as Assistant Archivist of the United Nations in New York; Dr. Wayne C. Grover, Archivist of the United States and Council Vice President for the Western Hemisphere; and Dr. Solon J. Buck, Assistant Librarian of Congress. Several other members of the board were represented by proxy. The agenda for the business sessions included the reading and approval of minutes of the board meeting held in London, July 2-5, 1951; presentation and discussion of reports of the Treasurer, Secretary General, and chairmen of professional committees; discussion of plans for the Second International Congress on Archives to be held at The Hague, June 15-21, 1953; and other professional matters. Members of the board visited the Library of Congress and the Maryland Hall of Records, were greeted by the President of the United States at the White House, and were guests of the Washington members of the Society of American Archivists at a luncheon held in the Raleigh Hotel. M. Braibant, accompanied by Mme. Braibant, also visited the Virginia State Library at Richmond.

The Declaration of Independence and the Constitution, which have been on display at the Library of Congress since 1921, except for the war years, are to be transferred to the National Archives sometime before the end of 1952. The official transfer ceremonies will probably take place in the National Archives Exhibition Hall on Bill of Rights Day, December 15. The change of location for these documents of American liberty was unanimously approved by the Joint Congressional Committee on the Library on April 30. The decision to transfer them was based, it is understood, on the fact that both "law and logic" made the National Archives the proper repository for them. In their protective helium cases they will be displayed, henceforth, in company with the Bill of Rights, which is to be similarly encased, in the shrine in the National Archives Exhibition Hall. Transferred with the Declaration and the Constitution will be the Articles of Confederation and the papers of the Continental Congress and the Constitutional Convention. These will be transferred in advance of the December 15 ceremonies.

Among records recently deposited in the National Archives are those of United States District Attorneys for the Eastern District of Virginia, 1868-85, the Western District of Wisconsin, 1894-1908, the District of Arizona, 1903-9, and the Northern District of New York, 1928-29, concerning legal matters involving Reconstruction, public land titles, the introduction of liquor on reservation lands, Indian administration, the administration of justice in Arizona Territory, and cooperation between rail and water carriers; correspondence and press releases of the Office of Information of the Department of Agriculture, 1913-44; materials accumulated by the Economic Adviser and the Special Assistant to the United States High Commissioner to the Philippine Islands, chiefly 1940-46, documenting policies, plans, and actions of the United States Government with respect to the defense of the Philippines, the

operations of the Philippine Government-in-Exile, the reoccupation of the Islands, the reestablishment of civil government, and the recognition of Philippine independence; case files of the Department of Labor containing information filed under provisions of the Taft-Hartley Labor-Management Act of 1947 by local, national and international labor organizations for the years 1946-48; central correspondence files of the Office of the Secretary of War, 1932-42; prints (41,500) from the Signal Corps photographic file illustrating military scenes and events in American history for the period 1775-1938; and 27,000 maps, drawings, plans, and photographs accumulated by the Office of the Chief of Engineers, War Department, pertaining to fortified sites in the United States and its possessions, 1900-1939.

Positive microfilm prints of the following are newly available through the National Archives microfilm publication program: State Department records documenting United States relations with Argentina, 1817-1906 (73 rolls); despatches from United States ministers to Mexico, 1823-72 (39 rolls), and to Venezuela, 1835-72 (21 rolls); letters received by the Secretary of the Navy from Commanding Officers of the East India Squadron, 1841-61 (13 rolls), the Brazil Squadron, 1841-61 (17 rolls), the African Squadron, 1843-61 (12 rolls), and the Asiatic Squadron, 1865-85 (21 rolls); correspondence of the Secretary of the Navy relating to African colonization, 1819-44 (2 rolls); letter books of Commodore Matthew C. Perry, commanding officer of the African Squadron, 1843-45 (1 roll); records of the Cherokee Indian Agency in Tennessee, 1801-35 (14 rolls); Interior Department Territorial papers for Wyoming, 1870-90 (6 rolls); letters received by the Secretary of the Treasury from Collectors of Customs at New York, 1834-69 (67 rolls); and the *Federal Register* for 1951 (6 rolls).

The National Archives has issued for staff use a *Handbook of Procedures*. Prepared in loose-leaf form to permit insertion or removal of pages, it is divided into five chapters dealing respectively with organization and internal management, disposition of records, preservation and arrangement, description and publication, and reference service. An appendix contains instructions for the use of the forms used by the National Archives and models to be followed in the preparation of certain types of reports and formal papers. Copies of the *Handbook*, without the appendix, are available for distribution to archival agencies only.

Finding aids recently published by the National Archives include preliminary inventories of the records of the Solid Fuels Administration for War, the Office of Government Reports, the Bureau of the First Assistant Postmaster General, the Weather Bureau (climatological and hydrological records), the Hydrographic Office, and the United States Mint at Philadelphia. A limited number of copies of these publications are available upon request.

Herman R. Friis, a member of the National Archives staff since March 1938, has been appointed chief archivist of the Cartographic Records Branch to succeed the late W. L. G. Joerg. Chester L. Guthrie of the Records Management Division has been appointed records officer of the General Services Administration.

The President of the United States has appointed Prof. Arthur M. Schlesinger of Harvard University to be a member of the National Historical Publications Commission in the place of Mr. George M. Elsey, whose term has expired.

LIBRARY OF CONGRESS

The personal papers of the late Harold L. Ickes have been presented by Mrs. Ickes to the Library of Congress. They cover the period 1905-51 and include correspondence, articles, and speeches of the former Secretary of the Interior. They comprise more than 150,000 items and relate to Mr. Ickes' work as a lawyer in Chicago and his activities in early municipal reform and in national politics as well as to his career as a member of the Cabinet. At present the use of the material is restricted. Mrs. Ickes, in presenting her late husband's papers, expressed the hope that other persons who have papers relating to Mr. Ickes and his public service will present them to the library.

Mrs. Woodrow Wilson has presented some 10,000 papers to be added to the Woodrow Wilson Collection. Besides correspondence, there are notes and drafts for college lectures and addresses, many manuscripts of Wilson's books and articles, and a large group of memorabilia such as medals, diplomas, and illuminated scrolls. Much of the correspondence was written in 1910, a period that was previously rather poorly documented in the library's Wilson Collection.

The Lincoln materials in the library have been increased by two recent gifts. On April 28 Alfred Whital Stern of Chicago presented the printer's copy of the Lincoln-Douglas debates and a letter from Lincoln to Dr. Charles H. Ray of the Chicago *Press & Tribune* requesting two sets of that newspaper's reports on the debates. Mr. Stern purchased the letter and Lincoln's scrapbook, which constitutes the printer's copy for the debates, at the auction sale of the Oliver R. Barrett Collection of Lincolniana in February. He paid $24,000 for the scrapbook and $600 for the letter. Lewis M. Rabinowitz of New York has given the library a group of photographs and other picture materials relating to Lincoln, also purchased at the Barrett sale. The outstanding item is an original ambrotype (Meserve No. 12), and there are also photographs of a group in front of Lincoln's family home in Springfield at the time of his funeral; several other photographs taken at the time of the funeral; a good print of Gardner's portrait, which was painted on November 15, 1863 (Meserve No. 58); a contemporary print of Hessler's portrait of June 3, 1860 (Meserve No. 28); and a copy enlargement of Warren's portrait of March 6, 1865 (Meserve No. 93). There are also photographs of street scenes in Springfield in 1858 and of the crowd at the second inaugural and 16 views of Washington, D. C., that bear 1866 revenue stamps. Also in the acquisition are Mr. Barrett's photographic negatives of the other portraits in his collection, including four-color separation films and a color transparency of the famous Lambdin painting, a number of lithographed portraits of Lincoln's associates, historical prints, cartoons, and campaign materials.

A collection of 278 items, mostly historic photographs, presented by the National League of Women Voters, has been cataloged and is available for use in the Prints and Photographs Division. It contains more than 100 portraits of women who were active in the campaign to obtain women's suffrage or as members of the League, a selection of unusual news photographs, pictorial material assembled by the League for education purposes, and postcard pictures of a tableau presented on the steps of the U. S. Treasury Building on March 3, 1913, the day the suffrage procession marched up Pennsylvania Avenue to the Capitol.

Jascha Heifetz, eminent violin virtuoso, presented a collection of autograph musical scores, letters, and early editions of musical compositions to the library on February 21. The letters in the collection were written to Heifetz by such persons as George Bernard Shaw, Chaliapin, Nellie Melba, Medtner, Pierne, Glazounoff, Mary Garden, and Nadia Boulanger. Some relate to musical compositions and others, including the Shaw note, contain comments about his performances.

Jean Hersholt, the actor and book collector, and Mrs. Hersholt in April presented part of their collection of the works of the Danish author, Hans Christian Andersen, to the library. They have willed their entire collection of Andersen manuscripts, first editions, and letters in the Danish language to the library in gratitude for all this country has brought to them. They have also announced that they will give their Andersen materials in the English language to the Andersen Museum in Odense, Denmark.

Also acquired by the library are: a group of manuscripts that supplement the papers of William Short, diplomat and private secretary of Thomas Jefferson; the papers of Leland Harrison, career diplomat and diplomatic secretary to the American Commission at the Peace Conference of 1919; and a part of the papers of Charles L. McNary, United States Senator from Oregon from 1917-44. McNary papers primarily of State interest have been presented to the University of Oregon.

Howard H. Bell has been appointed accessioner and specialist in American literary and social developments on the staff of the Manuscripts Division, and Schafer Williams has been appointed Hispanic manuscripts specialist to fill the vacancy created by the retirement on March 31 of Stella R. Clemence.

FEDERAL SECURITY AGENCY

The Bureau of Old Age and Survivors' Insurance in April inaugurated a project to safeguard the more than 130,000,000 items in the national employee index file. The documents will be sprayed with a quick-drying transparent liquid plastic to protect them against wear and dirt resulting from frequent handling. It is expected that the process can be completed by two men within a year. Although the plastic coating obtained by the process is considered less durable than a laminated finish, it is expected to furnish adequate protection for social security records at a fraction of the cost of lamination.

TRAINING OF ARCHIVISTS

From York, England, comes the announcement by the Rev. J. S. Purvis, archivist of the York Diocesan Registry, that the Fourth Summer School of Archives and Historical Research will be held at St. John's College August 9-23, 1952. A prospectus giving details of the program and fees may be obtained by writing the York Civic Trust, St. Anthony's Hall, Peaseholme Green, York, England.

Thirty-one young experts representing seven countries of Europe and the Middle East (Denmark, France, Germany, Greece, Holland, Italy, and Lebanon) recently participated in a technical seminar on the constitution and conservation of archives. According to release no. 158 of *Unesco World Review*, dated February 23, 1952, this seminar, which was held in Paris, was organized by the French Archives Society in cooperation with the International Council on Archives. Its purpose was to help young specialists complete their technical and professional experience in the study and conservation of historical and administrative documents.

COMMITTEE FOR THE CONSERVATION OF CULTURAL AND SCIENTIFIC RESOURCES

The executive committee of this organization, formerly known as the Joint Committee for the Protection of Cultural Resources in an Emergency, held a meeting on March 21, 1952. The committee is an independent organization composed of representatives of professional associations (including the Society of American Archivists) that have a primary interest in the protection from war or other hazards of the materials of social, scientific and technical progress, of scholarship, and of the American cultural heritage. Represented are the interests of libraries, archives, museums, art galleries, and national research councils.

The committee has a twofold purpose: (1) the preparation of plans to protect existing collections of intellectual and cultural materials from the hazards of bombing, fire and civil disturbance; and (2) the stimulation of plans for the continuance under abnormal conditions of intellectual functions if their interruption or discontinuance might seriously cripple the country's defense. The committee, as an advisory body, will seek to assist organizations and institutions in planning protective measures by gathering and digesting information and disseminating it to individuals, organized groups, and Federal agencies. The committee will have close liaison with the National Security Resources Board, the Federal Civil Defense Administration, the Library of Congress, the National Archives, the Smithsonian Institution, the National Science Foundation, the Interdepartmental Committee for Scientific Research and Development, and the General Services Administration.

The committee urges the establishment of regional, State, and local committees for the protection of materials of cultural, scientific, and historic importance. An article by Scott Adams entitled "Books and the Bomb," published in the February 1952 *ALA Bulletin*, deals with the committee's work.

Further information about it may be obtained by writing Dr. Burton W. Adkinson, Library of Congress, Washington 25, D. C.

AMERICAN DOCUMENTATION INSTITUTE

The American Documentation Institute held its fifteenth annual general meeting at the Library of Congress, February 26-27. Representatives of 69 scientific and professional organizations, learned societies, and Government agencies attended. In addition to discussing new developments in the field of documentation, the Institute considered a proposal to reconstitute itself as a professional society of those concerned with documentation and the organization and transmission of information. The membership committee recommended the change as one that would recognize the new profession of documentation and would eliminate the present requirement that members be nominated by a designated group of "nominating agencies" named by the board of trustees.

On the afternoon of February 26, Mr. R. L. Zwemer spoke on "Current Issues in Documentation," and Eugene W. Scott of the Research and Development Board presided at a symposium on "Microfacsimile Publication — Microfilm, Microcard, and Microprint." The participants in the symposium were Eugene B. Power of University Microfilms, Inc., Ann Arbor, Mich.; Fremont Rider, librarian of Wesleyan University, Middletown, Conn.; Albert Boni, president of the Readex Microprint Corporation, Chester, Vt.; and Dwight E. Gray of the Library of Congress.

Ralph R. Shaw, librarian of the United States Department of Agriculture, presided at the morning session on February 27, which was devoted to a symposium on "Rationalization of Subject Controls." The other participants were Verner W. Clapp of the Library of Congress, representing the American Association for the Advancement of Science, who discussed "The Nature of Controls and Levels of Controls"; Jesse H. Shera of the Graduate Library School of the University of Chicago, who discussed the "Effect of Machine Methods on Organization of Knowledge"; and Mortimer Taube of the Special Libraries Association, whose subject was "Possibilities for Cooperative Work in Subject Fields."

The following were elected as trustees: Dr. Evans, Dr. Milton O. Lee of the Federation of American Societies for Experimental Biology, Dr. Watson Davis of Science Service, Mr. Power, and Dr. Shaw. The trustees elected the following officers: president, Dr. Evans; vice president, Dr. Lee; treasurer, Dr. Davis; and secretary, George Miles Conrad.

NATIONAL MICROFILM ASSOCIATION

The following note is abstracted from the Library of Congress *Information Bulletin*, March 31, 1952.

The National Microfilm Association, which has been inactive for several years, was reactivated at a meeting in the Library of Congress on February 28, attended by 100 delegates and individuals representing some 35 manufacturing firms, libraries, and other organizations interested in the subject of

microfilm. An exhibit of documentary reproduction equipment, installed in connection with the meeting of the American Documentation Institute, was continued for the National Microfilm Association meeting.

Four papers were featured at the morning session: "16-mm. Reproduction of Records," by Edward Rosse of the Federal Security Agency; "35-mm. Techniques and Uses," by R. W. Batchelder of the Graphic Microfilm Corporation; "Application of 70-mm. film," by George Cameron of the Microtronics Corporation; and "Basic Legislation on Legality of Microfilm," by Daniel F. Noll of the National Archives. At the luncheon meeting the Librarian of Congress summarized the history of commercial and academic microfilming and George A. Schwegmann, Jr., emphasized the need for adherence to strict standards, particularly in the production of microfilms of newspapers and other historical materials. In the afternoon representatives of manufacturers and suppliers of photographic equipment and materials discussed their respective products, including items still being developed. Described were a new low-priced flat film reader in development by the Griscombe Manufacturing Co.; Xerography and a continuous microfilm enlarger and a dry method of making paper reproductions from microfilm in a reading machine, in development by the Haloid Co.; two new reading machines, Bell and Howell microfilm equipment, one of which is combined with a high speed rotary microfilm camera; research in progress in the E. I. Du Pont Co. on a new microfilm base that emphasizes stiffness, stability, and toughness; the extensive line of Kodagraph equipment, including Kodachrome spooled for use in microfilm cameras; the 70-mm. equipment manufactured by the Microtronics Corporation; and several models of slotted cards developed by Filmsort, Inc., for 16-mm. and 35-mm. film, which, with special reading equipment, provide ready reference to records on film.

At the evening business session the following officers were elected: Eugene B. Power, president; Hendrix TenEyck, vice president; and R. S. Ellsworth, treasurer.

Proposed activities of the Association discussed at the meeting were:

Establishment of Standards. If standard practice can be defined in terms that are understood throughout the industry and by the general public as well, the result will benefit industry and consumer alike. Even the standardization of technical terms would be of value. (Copies of the *Proposed Standard for the Microphotographic Reproduction of Newspapers*, developed by the Association of Research Libraries' Committee on Cooperative Microfilming, were distributed to all persons attending the meeting.)

Accrediting. If a seal or other symbol can be devised that will identify firms that subscribe to industry-wide standards the consumer will be protected from irresponsible activities.

Information. There is a need for a clearing house to inform microfilm producers of new products and technical advances; many problems can be solved within the industry through cooperation in the exchange of information.

FOREIGN NEWS

Mexico

Dr. Julio Jimenéz Rueda, director of the Archivo General de la Nacion, has retired. He will devote his time to teaching at the National University.

Dr. José Romano Muñoz has been named to the post of director of the Archivo General.

DISTRICT OF COLUMBIA

Interesting accessions have recently been made to the holdings of the Department of Archives and Manuscripts at the Catholic University of America. From the Province of the Immaculate Conception, Friars Minor Conventual, have come 20 linear inches of manuscript records of the Fenian movement. These letters, ledgers, and booklets were used in part by William D'Arcy, O. F. M. Conv., in his study of this Irish-American movement, published a few years ago. Bishop William O. Brady of Sioux Falls, South Dakota, presented 31 documents, personal papers of Thomas O'Gorman, professor of church history at the university from 1890 to 1896 and Bishop of Sioux Falls from 1896 to 1921. These manuscripts date from 1821 to 1902 and include materials from Archbishop Ireland that touch not only on the university but on such matters as the Philippine question in 1902. The recent interest in United States-Vatican relations and an exhibit in November of documents and books in the university's library relating to their background occasioned the gift by Dr. Leo Stock of photostats of sixteen documents from the consular records of the Department of State. They date from 1825 to 1865 and were not used by Dr. Stock in his publication, *Consular Relations between the United States and the Papal States, 1797-1870.*

FLORIDA

Dorothy Dodd, a member of the Society of American Archivists, has been appointed State librarian and secretary of the Florida State Library Board. Dr. Dodd joined the State Library as archivist in 1941 and became acting State librarian at the death of W. T. Cash, July 8, 1951.

GEORGIA

The State Budget Commission has approved proposed operating expenses for the Georgia Historical Commission for the first month, thereby putting the commission into business on a full-time basis. The commission was created in 1951 as a part of the office of the Secretary of State. On April 6, 1951, Secretary of State Ben W. Fortson, Jr., appointed the following persons as members: H. A. Alexander, chairman, Atlanta; Milton Fleetwood, Cartersville; Alexander A. Lawrence, Savannah; Joseph B. Cumming, Augusta; and Dr. A. R. Kelly, University of Georgia, Athens. The commission was set up (1) to promote and increase knowledge and understanding of Georgia's history; (2) to promote and assist in publicizing the State's historical resources; and (3) to coordinate the activities of all groups and governmental agencies concerned with historical information and research.

Alexander M. Hitz, Atlanta lawyer and a director of the Atlanta Historical Society, is reindexing the State land records. They consist of headright and bounty grants, lottery grants, and records of surveys and fraudulent and re-

verted lots and fractions. This large and active body of records was recently turned over to the Department of Archives by the Secretary of State.

Three Recordak machines have been installed in the office of the Secretary of State and in the Department of Archives and History. Approximately 290,000 documents in the office of the Secretary of State have been microfilmed on 14,400 feet of film. The 1951 General Assembly appropriated $20,000 to the Secretary of State "for cost of housing and safekeeping permanent and valuable State records and for microfilming of permanent and valuable State Records."

ILLINOIS

The highest price ever paid for a collection of Lincoln letters was paid at the Barrett Collection sale at the Parke-Bernet Galleries in February. Fourteen signed letters that Lincoln wrote to his friend Joshua Fry Speed were purchased by the Barrett Lincoln Collection Fund for $35,000. They will be given to the Illinois State Historical Library.

INDIANA

While doing research in European libraries and archives on the subject of the so-called heresy of "Americanism," Thomas T. McAvoy, C.S.C., archivist of the University of Notre Dame, obtained the collection of papers of the Abbé Felix Klein on the topic. Abbé Klein, who figured prominently in the controversy over "Americanism," 1897-1900, is the sole survivor of the controversy. The papers will be available to scholars after they have been arranged and classified.

KENTUCKY

The Department of History, University of Kentucky, has announced that through the university research facilities in cooperation with the National Historical Publications Commission, it is endeavoring to compile and publish the papers of Henry Clay. Letters both *to* and *by* Clay, other materials of which Clay was the author, and particularly significant items *about* him will be included. If any readers of the *American Archivist* have information concerning Clay documents, they should write to James F. Hopkins, University of Kentucky, Lexington, about them.

MASSACHUSETTS

The Massachusetts State Archives reported in December that election documents listing campaign expenses of a State official in winning nomination in 1950 were believed stolen from the State House on November 21. The election papers are public documents and may be examined by any person who asks to see them. After signing what proved to be a false name and address in the register, a man who had asked to examine the papers of all candidates apparently extracted one set and disappeared while the archivist was in another room. State police were investigating the loss, according to the Boston papers.

NEW JERSEY

The publishing house of Henry Holt in New York recently turned over 400,000 documents to Princeton University's Archives of American Letters. These papers cover 86 years of publishing and literary history and include letters to, from, and about such authors as Thomas Hardy, William James, and Henry Adams.

PENNSYLVANIA

As part of the sesquicentennial anniversary of the Philadelphia Bar Association in March, the wills of seven signers of the Declaration of Independence were placed on exhibition. Public showing of the wills was made possible by an act of the Pennsylvania legislature that authorized the Register of Wills of Philadelphia to remove the documents, with court approval, from files dating back to 1682. Among the wills exhibited are those of Benjamin Franklin, Dr. Benjamin Rush, James Wilson, George Ross, Robert Morris, George Clymer, and Francis Hopkinson.

Also displayed in exhibits arranged by the association, which claims to be the oldest of its kind in the United States, are a number of other priceless documents associated with human freedom. Among these are a draft of the Declaration of Independence, penned by Thomas Jefferson, (on display at the American Philosophical Society) and the James Wilson draft of the Federal Constitution (on exhibit at the Historical Society of Pennsylvania). The historical society also is showing other treasures of early American history, including the law library of Abraham Lincoln. Other institutions cooperating in the exhibits are the University of Pennsylvania Museum, Temple University, the Atwater Kent Museum, the Pennsylvania Academy of the Fine Arts, and the Free Library of Philadelphia.

Daniel H. Thomas of the University of Rhode Island and Lynn M. Case of the University of Pennsylvania are editing a volume on the diplomatic archives of western Europe. The 19 authors are former students or friends of William E. Lingelbach (emeritus professor, University of Pennsylvania, and librarian and archivist of the American Philosophical Society), in whose honor the book is being written.

A separate chapter will be devoted to the foreign ministry archives of each of the 15 westernmost states in Europe. Other chapters are devoted to the diplomatic archives of Bavaria, the British Labor Party, the League of Nations and United Nations, and UNESCO. A brief history of the archives will open each chapter. A second section will contain a description of the classification and organization of its records, a list of any private papers in its custody, a list of the printed or manuscript guides available, and pertinent suggestions for most effective research in its records. Another section will indicate the records that are open to the private scholar, and the procedures to be followed in obtaining their use, the titles of officials in charge, the facilities and hours of the reading room, the dates of any annual closing, and the facilities available for microfilming. Bibliographies will list any printed materials relating to the de-

positories and the titles of all sizable collections of published documents. Publication is scheduled for 1953.

SOUTH CAROLINA

The South Carolina Historical Commission has recently published the second volume of *The Colonial Records of South Carolina*, expected to run to about 40 volumes. The Commission announces that it is also "endeavoring to compile an inventory of [the unpublished documents in its colonial collection] . . . and to assemble a loan collection of microfilms of the more important ones."

TEXAS

The Fleming Library of the Southwestern Baptist Theological Seminary at Fort Worth has sponsored the microfilming of approximately 1,127 of the more important works listed in W. W. Whitley's *Baptist Bibliography*. These items, totaling more than 100,000 pages, are filmed on about 50 reels. Copies of the film have been acquired by the Southern Baptist Theological Seminary in Louisville, the Historical Commission of the Southern Baptist Convention in Nashville, and the library of the Southwestern Baptist Theological Seminary, which can supply positive prints to other libraries.

WASHINGTON

As a result of studies and recommendations made by the Washington Library Association's Historical Newspaper Microfilm Committee, of which Mrs. Alta M. Grim is chairman, the legislature of the State of Washington has authorized the Washington State Library to establish a microphotographic laboratory and to begin the microfilming of Washington newspapers and has provided an initial appropriation of $20,110.80 for that purpose. The committee has made the following recommendations to the State Library: (1) the State Library should emphasize the production of master negatives and assume the responsibility for maintaining them; (2) in pricing copies to be sold to other libraries or institutions, a surcharge of 1 cent per foot should be made to aid in amortizing the cost of the original negatives and to provide funds for continuing the project; and (3) because the cooperation of newspaper publishers is necessary for completing the historical project and initiating a program for microfilming current newspapers, publishers should designate representatives to serve on the committee. Only newspapers published in the State before 1900 have thus far been microfilmed.

WISCONSIN

What are believed to be the first accredited courses in the work of historical agencies are being offered this semester at the Library School of the University of Wisconsin, by the staff of the State Historical Society of Wisconsin. The four courses, to be given one a semester, will cover the fields of historical records including: printed records, private manuscripts, and public archives; his-

torical museums, sites, and restorations; State and local historiography; and the history and administration of historical agencies.

The courses will be taught by the staff of the State Historical Society of Wisconsin under the supervision of a committee of the university's graduate faculty. Objective of the courses will be to give students a knowledge of the history, purposes, scope, and potentialities of national, State, and local historical agencies and to acquaint them with research and writing techniques and the literature, finding aids, and other tools relating to historical work.

The courses are open to graduate students and to undergraduates with 12 points or credits in American history from an accredited college or university. The complete unit of four courses is allowed as a minor field for the Ph.D. degree in American history, and students in art history, anthropology, and geography, may also find the courses valuable. The first course, which began in February, is being given by Dr. Benton Wilcox, Society librarian; Alice E. Smith, chief of research; and Jesse E. Boell, archivist, and will cover the field of historical records.

The museum course will be given in the summer session; the course on historiography and historical agencies in the coming academic year. It is planned to give these courses in this order of rotation in the future. Further details may be had from Miss Rachel Schenk, director of the Library School, University of Wisconsin, Madison; or from Dr. Clifford Lord, director, State Historical Society of Wisconsin, 816 State Street, Madison 6, Wisconsin.